

# Project Milestone Payment Request

Project Name: \_\_\_\_\_

Project Reference No.: \_\_\_\_\_

Client/Company Name: \_\_\_\_\_

Request Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Milestone Details

Milestone No.	Description	Due Date	Amount	Status
1	Design Phase Completion	____ / ____ / ____	\$ _____	Completed
2	Development Phase	____ / ____ / ____	\$ _____	In Progress

Total Payment Requested: \$ \_\_\_\_\_

Bank Account Details: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Important Notes:

- This form must be completed and approved prior to processing project milestone payments.
- Supporting documents for completed milestone(s) should be attached where required.
- Ensure all payment amounts and bank details are accurate before submission.
- Retention and tax will be deducted as per contractual terms, if applicable.
- Contact the finance department for any questions regarding payment schedules.