

# Milestone Payment Request

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

Contract/PO Number: \_\_\_\_\_

Client Name: \_\_\_\_\_

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

Requested By: \_\_\_\_\_

## Milestone Details

Milestone #	Description	Target/Completion Date	Amount Requested	Status
01	Design Phase Completion	____ / ____ / ____	\$ _____	Completed / Partial / Pending
02	Development Phase Completion	____ / ____ / ____	\$ _____	Completed / Partial / Pending

Total Amount Requested: \$ \_\_\_\_\_

## Supporting Documents

Attached Documents: \_\_\_\_\_

Remarks: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Important Notes

- Ensure all milestone deliverables are completed and accepted before requesting payment.
- Attach relevant supporting documents (e.g., progress reports, approval letters) with this request.
- Amounts requested should align with contractually agreed milestones.
- Request must be reviewed and approved by authorized personnel.
- Retain a copy of this document for future reference and audit purposes.