

Final Payment Release Order Form

Project Name

Contract Number

Contractor/Vendor Name

Final Payment Amount (in figures)

Payment Details / Reason for Release

Bank Account Details

Payment Reference No.

Date of Project Completion

Retention/Withholding Release

Yes / No / Amount

Approval & Certification

Authorized Representative

Name

Date

Contractor/Vendor

Name

Date

Important Notes:

- This form must be accurately completed and duly signed by all required parties before release of final payment.
- All project deliverables, documentation, and contractual obligations must be fully satisfied prior to approval.
- Release of retention or withholding, if applicable, should be clearly stated and authorized.
- Supporting documents (invoices, completion certificates, etc.) should be attached with this form.
- Any discrepancies or disputes should be resolved before submitting this final release order.