

Partial Payment Release Order

Order No: _____
Date Issued: __ / __ / ____
Reference (Contract/Invoice): _____

Payee Details

Name: _____
Address: _____
Bank Account/Payment Details: _____

Project / Work Details

Project Title: _____
Description of Work/Service: _____

Payment Details

Description	Amount
Total Contract/Invoice Value	_____
Previous Payments Released	_____
This Partial Payment	_____
Balance Remaining	_____

Remarks / Scope Covered by this Payment

Prepared by

Name & Title
Date: __ / __ / ____
Checked by

Name & Title
Date: __ / __ / ____
Approved by

Name & Title
Date: __ / __ / ____

Important Notes:

- This document authorizes the release of a portion of the total payment based on work completion and verification.
- Ensure all supporting documents (e.g., progress report, site inspection, invoice) are attached before processing.
- Final payment shall only be released upon completion of all contractual obligations and required

approvals.

- Carefully review payment details against contract terms before authorization.
- Partial payment does not constitute acceptance of the project in full.