

# 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:

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## Payment Details

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

## Remarks / Scope Covered by this Payment

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### Prepared by

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Name & Title

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

### Checked by

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Name & Title

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

### Approved by

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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.