

Payment Release Order

For Contractors

Order No.: PRO-2024-075

Date: 2024-06-19

Contractor Information:

Name: ABC Construction Ltd.

Address: 123 Main Rd, Cityville, State, ZIP 12345

Contact: contact@abccconstruction.com | +1 234 567 8901

Project Reference:

Project Name: Cityville Community Center Renovation

Contract Reference: CCCR/2024/018

Details of Payment to be Released:

Description of Work	Invoice No.	Amount	Remarks
Completion of Phase 1 Interior Works	INV-0452	\$25,000.00	As per progress billing
Preliminary Site Preparation	INV-0453	\$8,350.00	Completed and inspected
Total		\$33,350.00	

Payment Instructions:

Payee Bank: XYZ Bank

Account Name: ABC Construction Ltd.

Account Number: 0056789421

Mode of Payment: Bank Transfer

Remarks:

All works listed above have been verified and approved for payment

Payment to be made within 5 business days from receipt of this order

Authorized By,

Name & Position
(Company/Organization)
Received By,

Contractor Representative

Date:

Important Notes:

- Ensure all supporting invoices and certificates are attached before releasing payment.
- Verify work completion as per contract terms and project milestones.
- This document serves as an official instruction for payment disbursement.
- Any disputes should be raised promptly and in writing.
- Retain a signed copy for both parties' records.