

Comprehensive Subcontractor Pay Sheet Format Guide

1. Project and Subcontractor Details

Project Name:

Project

Number:

Main

Contractor:

Subcontractor

Name:

Subcontractor

Address:

Subcontract

Number:

Pay Sheet

Period:

From _____ To _____

Date

Submitted:

2. Payment Breakdown

#	Description of Work/Item	Unit	Quantity	Unit Rate	Total Amount	Previous Payment	This Period
1	Example Scope Item 1	m ²	0	0.00	0.00	0.00	0.00
2	Example Scope Item 2	m ³	0	0.00	0.00	0.00	0.00
Total					0.00	0.00	0.00

3. Deductions & Adjustments

Description	Amount
Retention	0.00
Advance Recovery	0.00
Other Deductions (specify)	0.00
Total Deductions	0.00

4. Net Payment Calculation

Total Work

Value This

Period:

0.00

(-) Total

Deductions:

0.00

= Net Amount

Payable:

0.00

5. Authorization

Prepared By:

Date: _____

Checked By:

Date: _____

Approved By:

Date: _____

Important Notes

- Ensure all work descriptions and quantities are agreed upon and supported by site records before submission.
- Attach supporting documents such as delivery notes, timesheets, or completion certificates as required.
- Review all deduction entries for accuracy and ensure proper authorization.
- This document acts as a formal request for payment and must be signed by authorized representatives.
- Always retain copies of submitted pay sheets for future reference or audits.