

# Contractor Pay Sheet

Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Pay Period: \_\_\_\_\_  
Date: \_\_\_\_\_

## Contractor Details

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

## Work Summary

Date	Description of Work	Hours Worked	Rate (\$/hr)	Total (\$)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Amount Payable (\$):				_____

Prepared By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## Important Notes:

- Ensure all work descriptions and hours are accurately recorded before submission.
- Attach supporting documents such as timesheets or invoices if applicable.
- Authorization signatures are required for processing payment.
- This form should be retained for company records and future audits.
- Incorrect or incomplete information may cause delays in payment.