

Monthly Contractor Pay Sheet

Contractor Details

Contractor Name	[Full Name]	Contractor ID	[ID Number]
Designation	[Position]	Contact Number	[Phone Number]
Contract Period	[Start Date] to [End Date]		
Department/Project	[Department/Project Name]		

Payment Details - [Month/Year]

Date	Work Description	Hours Worked	Rate (per hour/day)	Amount	Remarks
[dd-mm-yyyy]	[Description]	[Number]	[Amount]	[Amount]	[Remarks]
Total				[Total Amount]	

Deductions

Deduction Type	Amount
[Deduction Name]	[Amount]
Total Deductions	[Total Deductions]

Net Pay Calculation

Gross Pay	[Gross Pay]
Total Deductions	[Total Deductions]
Net Pay	[Net Pay]

Approval

Prepared By	Checked By	Approved By
Name: Designation: Date: Signature:	Name: Designation: Date: Signature:	Name: Designation: Date: Signature:

Important Notes

- This pay sheet should be prepared monthly for all engaged contractors.
- Ensure all payment and deduction details are accurate before final approval.
- Supporting work logs and invoices must be attached for verification purposes.
- Final payment is subject to client approval and fulfillment of all deliverables.
- Retain a signed copy of this document for both contractor and company records.