

Project-Based Contractor Pay Sheet

Contractor & Project Details

Contractor Name: _____
Project Name: _____

Contractor ID/Tax ID: _____
Project Code/ID: _____

Pay Period: _____
Date Submitted: _____

Project Tasks and Payments

Description of Task / Deliverable	Milestone #	Status	Amount Agreed	Amount Payable
Example: Initial Design Submission	1	Completed	\$1,000	\$1,000
Example: Final Implementation	2	Pending	\$2,500	\$0

Summary

Total Amount Contracted: \$ _____
Total Payable This Sheet: \$ _____

Business Unit / Department: _____

Contractor Signature & Date

Authorized Approval & Date

Important Notes

- This document must be submitted with all supporting deliverables and approval receipts.
- Only completed and approved milestones/tasks may be invoiced for payment.
- Ensure all information is accurate and true before signing.
- Payments will be processed according to the terms stated in the project contract.
- Keep a copy of this document for your records.