

Standardized Pay Sheet Template for Contractors

Company Name: _____

Contractor Information

Contractor Name: _____ Contract No.: _____
Address: _____
Email: _____ Phone: _____
Project Name: _____
Pay Period: From: _____ To: _____

Payment Details

Date	Description of Work	Hours Worked	Hourly Rate	Total
____/____/____	_____	____	____	____
____/____/____	_____	____	____	____
____/____/____	_____	____	____	____
Subtotal				_____
Deductions				_____
Total Payable				_____

Authorization

Prepared by: _____ (Signature) Date: _____
Approved by: _____ (Signature) Date: _____

Important Notes

- This pay sheet serves as an official record of contractor payments and should be filled accurately.
- Supporting documentation (such as invoices or timesheets) should be attached where applicable.
- Both contractor and company representative must sign for valid authorization.
- Any errors or discrepancies should be reported immediately.