

# 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.