

# MONTHLY RETAINER FEE PAYROLL LEDGER

## Payroll Template for Retainer Agreements

COMPANY/CLIENT NAME

PAYROLL PERIOD (MONTH/YEAR)

PAYMENT DATE

LEDGER REFERENCE ID

| CONTRACTOR / PROVIDER<br>NAME | AGREEMENT<br>REF # | BASE<br>RETAINER<br>FEE | INCLUDED<br>HOURS | HOURS<br>WORKED | OVERAGE<br>HOURS | OVERAGE<br>RATE | OVERAGE<br>EARNINGS | OTHER<br>EXPENSES | TOTAL<br>PAYMENT<br>DUE |
|-------------------------------|--------------------|-------------------------|-------------------|-----------------|------------------|-----------------|---------------------|-------------------|-------------------------|
|                               |                    |                         |                   |                 |                  |                 |                     |                   |                         |
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| TOTALS                        |                    |                         |                   |                 |                  |                 |                     |                   |                         |

Prepared By Payroll Administrator

Reviewed By Finance Manager / Controller

Approved By Authorized Director / CFO