# SUBCONTRACTOR CONTRACT & PAYMENT LEDGER

Project Control & Accounts Payable Record

## Project & Subcontractor Details

**Project Name:**

**Project Location:**

**Subcontractor Name:**

**Trade / Scope of Work:**

## Contract Information

**Contract Number:**

**Execution Date:**

**Retention Rate (%):**

**Payment Terms:**

| |
|---|
| ORIGINAL CONTRACT VALUE |
| APPROVED CHANGE ORDERS |
| TOTAL PAID TO DATE |
| REMAINING BALANCE |

| DATE | REFERENCE / INVOICE # | DESCRIPTION / WORK MILESTONE | GROSS AMOUNT | RETENTION WITHHELD | NET AMOUNT DUE | PAYMENT AMOUNT | DATE PAID | AUTHORIZED SIGNATURE / REF |
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| | | **TOTALS:** | | | | | | |

**Prepared By (Project Accountant)**
Signature & Date

**Approved By (Project Manager / Director)**
Signature & Date