

SUBCONTRACTOR COMPENSATION & INVOICE

Payroll & Payment Record Template

SUBCONTRACTOR INFORMATION

Name:

Company:

Tax ID / EIN:

Email:

Phone:

AGREEMENT & INVOICE DETAILS

Invoice Number:

Invoice Date:

Agreement Date:

Project Name:

Payment Terms:

COMPENSATION BREAKDOWNS

DESCRIPTION OF WORK / DELIVERABLES	HOURS / QTY	RATE / UNIT PRICE	TOTAL AMOUNT

Subtotal	
Retainage / Deductions	
Total Due	

Payment Terms & Certifications:

The subcontractor hereby certifies that the work listed above has been performed in accordance with the subcontractor agreement. Payment will be processed subject to review and approval of the deliverables by the prime contractor.

Subcontractor Signature

Date:

Authorized Approver Signature

Date: