PAYMENT SCHEDULE & DRAW TEMPLATE

Planning worksheet only. Deposits, retainage, due dates and payment rights must comply with the signed contract and local law.

PROJECT / JOB NUMBER

PREPARED BY / DATE

CLIENT / OWNER

PROJECT ADDRESS

ORIGINAL CONTRACT AMOUNT

APPROVED NET CHANGES

CURRENT CONTRACT AMOUNT

SCHEDULE VERSION / DATE

PROPOSED MILESTONE SCHEDULE

Milestone / objective trigger	Scheduled amount	Invoice / due	Received / date

Scheduled gross milestone amounts, including any deposit, should total the contract amount. Show retainage separately and reconcile deposit applications; do not double bill. Confirm all terms under the contract and local law.

General template only. Not legal advice. Check the contract and applicable local requirements.

PAYMENT SCHEDULE & DRAW TEMPLATE

Reconcile each draw against the agreement, completed work and prior billing before requesting payment.

PROJECT / JOB NUMBER

UPDATED BY / DATE

DRAW NUMBER / BILLING PERIOD

INVOICE REFERENCE

DRAW CALCULATION

Calculation	Amount
Cumulative work + eligible stored materials (consistent tax basis)	
Less cumulative retainage currently held	
Net cumulative billable value	
Less prior net draws billed (same tax basis)	
Less cumulative unbilled deposits / credits applied	
Current draw requested	
Prior unpaid invoices (show separately, do not rebill)	

Include billed deposits in prior net billings. Deduct cumulative applied deposits / credits on the separate line only if not already counted in those billings. Keep the same tax basis throughout.

- [ ] Milestone evidence and approved changes are attached.
- [ ] Invoice and tax treatment checked; due date follows the contract.
- [ ] Payment / lien documents reviewed for local requirements.

TAX BASIS / RETAINAGE RELEASE / DEPOSIT APPLICATION NOTES

General template only. Not legal advice. Check the contract and applicable local requirements.