FRIDAY FALCON

One amount. One clear trail.

A contractor payment-review worksheet

Use alongside your records. Keep completed worksheets private.

1 LINE UP THE REVIEW

Company / contractor _____

Work period / currency _____

Agreed terms / rate reference _____

Review owner / cutoff _____

2 CHECK THE SUPPORTING RECORDS

- ☐ Approved time and applicable rate _____
- ☐ Approved expenses _____
- ☐ Invoice matches the same work, period and currency _____

Missing or different? Name the record and next action:

_____

3 EXPLAIN THE AMOUNT

Fictional USD example - same review; no other adjustments

10 approved hours x $50 + $25 approved expense = $525

A matching $525 invoice supports the amount. Do not add it again.

Your supported amount: _____ Currency: _____

4 PAY EXTERNALLY, THEN RECORD THE RESULT

External payment / date / safe reference: _____

Amount owed	Payment recorded	Remaining balance

Example: $525 owed - $200 paid externally = $325 remaining.

Confirming or recording an amount does not send or refund money.

Guide: fridayfalcon.com/resources/how-to-know-what-you-owe-contractors