Project-Based Payment Statement Form (Sample Excel Format)

The **project-based payment statement form** sample in Excel format streamlines financial tracking by clearly outlining payment details per milestone or phase. This template enhances accuracy and accountability for both clients and contractors. Utilizing Excel ensures easy customization and efficient record-keeping throughout project completion.

Project Name: ....
Client Name: ....
Contractor Name: ....
Project Start Date: ....
Project End Date: ....

Payment Statement Details

Milestone/Phase	Description	Scheduled Payment Date	Amount (USD)	Status (Paid/Pending)	Remarks
Milestone 1	Requirement Analysis	2024-07-05	2,000	Paid	Received
Milestone 2	Design & Prototyping	2024-07-15	3,000	Pending	
Milestone 3	Development	2024-08-01	5,000	Pending	
Milestone 4	Testing & Delivery	2024-08-20	2,500	Pending	
Total			12,500		

To use in Excel: Copy this structure into a new Excel workbook for easy customization, real-time updates, and formula application (sum, status checks, etc.).