

# Payment Statement Form Sample (Excel) for Contractors

This **payment statement form sample** in Excel is designed specifically for contractors to efficiently track and record project payments. It ensures clear documentation of amounts due, paid, and outstanding, improving financial management. The template is easy to customize and helps maintain organized records for timely invoicing and payment follow-up.

## Sample Payment Statement Form (Excel Format)

<b>Statement No.</b>	[Auto-generated/Enter Number]	<b>Date</b>	[dd/mm/yyyy]
<b>Contractor Name</b>	[Enter Contractor Name]	<b>Project Name</b>	[Enter Project Name]
<b>Client Name</b>	[Enter Client Name]	<b>Project Address</b>	[Enter Address]

#	<b>Description of Work</b>	<b>Invoice No.</b>	<b>Invoice Date</b>	<b>Amount Due</b>	<b>Amount Paid</b>	<b>Outstanding Balance</b>
1	[e.g., Plumbing Installation]	[INV-001]	[dd/mm/yyyy]	[1000.00]	[500.00]	[500.00]
2	[e.g., Electrical Fittings]	[INV-002]	[dd/mm/yyyy]	[1500.00]	[1500.00]	[0.00]
<b>Total:</b>				<b>[2500.00]</b>	<b>[2000.00]</b>	<b>[500.00]</b>

## Remarks / Notes

[Enter any additional comments or instructions here]

## Download Link

[Download Excel Payment Statement Template \(Sample\)](#)  
(Replace link with your actual Excel file if sharing digitally)

## Signature:

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
Client: \_\_\_\_\_ Date: \_\_\_\_\_