

Payment Request Form

This **payment request form** sample is designed to streamline billing for project-based work, ensuring accurate and timely payments. It captures essential details like project description, hours worked, and payment terms to facilitate clear communication between contractors and clients. Using this form improves financial tracking and helps maintain professional accountability.

Contractor Information

Name	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>

Client Information

Client Name	<input type="text"/>
Client Email	<input type="text"/>

Project Details

Project Title/Description	<input type="text"/>
Project Reference #	<input type="text"/>
Date of Request	<input type="text"/>

Work & Payment Summary

Hours Worked	<input type="text"/> hrs
Rate	<input type="text"/> / hr
Total Amount Due	<input type="text"/> (USD)
Payment Terms	<input type="text"/> e.g., Net 30, Due on receipt

Payment Instructions

Preferred Payment Method	<input type="text"/> Select <input type="button" value="▼"/>
Account Details	<input type="text"/> Bank or PayPal info

Contractor Signature: _____ Date: _____

Client Approval: _____ Date: _____

Submit Payment Request