

Remodeling payment-schedule worksheet

Tie each payment to observable progress. Record the amount, trigger, evidence, inspection dependency, exceptions, and approval before money moves.

Project / property	Contractor	Original signed total	Prepared / revised

The 100% arithmetic check

List every scheduled payment. Percentages should total 100%; dollar amounts should equal the current signed contract total. A correct total does not make vague triggers safe.

Stage	%	Dollar amount	Running %	Running paid
Deposit		\$		\$
Mobilization		\$		\$
Rough work / inspection		\$		\$
Mid-project milestone		\$		\$
Substantial completion		\$		\$
Final retainage		\$		\$
TOTAL	100%	\$	100%	\$

What must be true before the first payment?

Write the trigger so another person can verify it

Use one block per payment. Replace calendar-only labels with observable work, evidence, inspection status, and written exceptions.

MILESTONE 1	Percent: _____	Amount: \$ _____
Name / purpose		
Observable work trigger		
Evidence / walkthrough / documents		
Inspection or approval dependency		
Exceptions before payment		

MILESTONE 2	Percent: _____	Amount: \$ _____
Name / purpose		
Observable work trigger		
Evidence / walkthrough / documents		
Inspection or approval dependency		
Exceptions before payment		

MILESTONE 3	Percent: _____	Amount: \$ _____
Name / purpose		
Observable work trigger		
Evidence / walkthrough / documents		
Inspection or approval dependency		
Exceptions before payment		

Finish the schedule and protect closeout

The last payment should have its own trigger. Do not let substantial completion silently become final completion.

MILESTONE 4	Percent: _____	Amount: \$ _____
Name / purpose		
Observable work trigger		
Evidence / walkthrough / documents		
Inspection or approval dependency		
Exceptions before payment		

MILESTONE 5	Percent: _____	Amount: \$ _____
Name / purpose		
Observable work trigger		
Evidence / walkthrough / documents		
Inspection or approval dependency		
Exceptions before payment		

MILESTONE 6	Percent: _____	Amount: \$ _____
Name / purpose		
Observable work trigger		
Evidence / walkthrough / documents		
Inspection or approval dependency		
Exceptions before payment		

Final-payment and event log

Record what actually happened. A signed schedule is a plan; the dated payment log is the project record.

Final-retainage checklist

■	Punch-list corrections complete
■	Required final inspection / approval recorded, if applicable
■	Warranty and product records received
■	Final lien waivers or other agreed closeout records received
■	Keys, manuals, permits, and agreed photos collected
■	Final amount reconciled to signed change orders and credits

Payment-event log

Date	Milestone / payment	Amount	Evidence / exception	Approved by
		\$		
		\$		
		\$		
		\$		
		\$		

Boundary: This worksheet organizes user-entered terms. It does not verify work, approve an inspection, determine Michigan law, recommend a deposit or retainage percentage, or replace legal advice. Confirm the actual contract and responsible municipality.