

Subcontract payment terms checklist

General information to help you organise your paperwork. Not legal advice.

Check the payment machinery

Use this checklist before relying on a due date or an upstream-payment explanation. Keep the complete subcontract and incorporated documents, not just a photographed clause. Mark missing documents as gaps.

Project subcontract and contracting debtor: _____

Prepared by review date and invoice period: _____

- ☐ Identify the contract version, signatures and subsequent amendments.
- ☐ Record invoice recipient, required format, submission channel and attachments.
- ☐ Identify certification or acceptance steps and who performs them.
- ☐ Locate the payment trigger, timing convention and any owner-payment language.
- ☐ Separate progress payment, final payment, holdback and disputed extras.
- ☐ Identify set-off, credit, tax, interest and fee terms without assuming validity.
- ☐ Read notice addresses, delivery requirements and dispute-resolution provisions together.

Confirm performance of each step

Step	Required evidence	Actual date / gap
Work performed	Timesheets delivery and acceptance records	[enter]
Invoice submitted	Exact version and delivery receipt	[enter]
Deficiency or dispute raised	Itemized reasons and source notice	[enter]
Upstream application	Reference and your scope allocation	[enter]
Receipt or credit	Your ledger and transaction record	[enter]

- ☐ Do not treat an internal approval delay as a legal extension without review.
- ☐ Record competing trigger dates and ask a qualified reviewer which applies.
- ☐ Keep statutory and contractual requirements distinct.
- ☐ Do not add holdback twice or subtract an unreceived upstream payment.
- ☐ Flag releases or waivers requested as a condition of payment for review.

Outstanding document request: _____

Clause and statutory applicability questions: _____

Reviewer owner and next target: _____

This checklist organizes the review and does not certify a proper invoice or validate a pay-when-paid term.

Before you act: this document is general information prepared by ArtBuild to help you organise facts and paperwork. It is not legal advice and has not been reviewed by a lawyer for your situation. Rules differ by province and territory and change over time. Check the official source for your project, and for deadlines, liens, court or insolvency steps, speak with a lawyer licensed where the project is located.