

Payment dispute evidence pack

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

Case summary and file controls

Prepare this pack for internal review or a professional adviser. Use document IDs to connect each assertion to a record. Keep original records intact and identify facts that are disputed or not yet supported. The pack is an organizational tool, not a prescribed filing.

Project and address: _____

Province or territory; residential or commercial: _____

Owner type and contract tier: _____

Claimant and customer legal names: _____

Contract reference and version: _____

Prepared by, as-of date and version: _____

Secure original-record location: _____

Issue statement

Work or materials supplied: _____

Amount requested and reconciliation basis: _____

Customer position in their own terms: _____

Agreed facts: _____

Disputed facts and missing evidence: _____

Key event	Date / uncertainty	Evidence ID

Financial reconciliation

Use gross invoice amounts including tax. Record credits and payments once. Identify holdback and disputed amounts as portions of the balance, not additional charges. Attach the supporting ledger and bank evidence.

Invoice / date	Gross CAD	Credits CAD	Paid CAD	Balance CAD

Total gross invoices CAD: _____

Total credits CAD: _____

Total allocated payments CAD: _____

Ledger balance CAD: _____

Holdback within balance CAD: _____

Disputed portion within balance CAD: _____

Unapplied receipts and reason: _____

Interest, fees or extras excluded pending review: _____

Change and performance evidence

Item / change ID	Approval evidence	Performance evidence	Invoice link

Evidence index and handoff

ID	Document / date	Fact supported	Custodian / path

- ☐ Contract, invoices, credits, remittances and performance records reconcile.
- ☐ Complete correspondence and objections are included, not only selected favourable extracts.
- ☐ Original and annotated versions are distinguishable; access is restricted.
- ☐ Customer names, amounts and dates agree across the summary and attachments.
- ☐ Time-sensitive legal questions are separately flagged for review.

Questions for adviser: _____

Known notices or proceedings: _____

Dates needing urgent confirmation: _____

Prepared by and date: _____

Transferred to, date and secure method: _____

Do not label the pack privileged or court-ready without appropriate advice. Remove unnecessary personal or banking information from distribution copies.

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.