

Deposit dispute evidence pack

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

Create a traceable chronology

Use this pack to present the deposit history, contractual context and disputed deductions. Preserve originals and include records that contradict your position. Keep a secure master index and redact unrelated financial or personal information in copies.

Project contract and parties: _____

Prepared by date and version: _____

Intended reviewer and purpose: _____

Refund request and disputed amount: _____

Original record custodian: _____

Date	Event or statement	Evidence ID	Confirmed or disputed

Missing record and owner: _____

Secure storage and access scope: _____

Connect money and proposed deductions

Transaction ID	Receipt refund or reversal	CAD	Bank evidence

Proposed charge	Work or commitment ID	Basis and evidence	Review status

- ☐ Receipt totals match the bank and payment ledger.
- ☐ Refunds and chargebacks are counted once.
- ☐ Completed work is measured and supported.
- ☐ Uninstalled materials exclude installed items.
- ☐ Supplier credits and mitigation are applied once.
- ☐ Contract wording is included in full with amendments.

Reconciliation workbook version: _____

Unresolved difference and explanation: _____

Prepare the review and dispatch record

Review question	Supporting and contrary evidence	Reviewer / next action
Cancellation ground and timing	[enter]	[enter]
Deposit term effect	[enter]	[enter]
Permissible deductions	[enter]	[enter]
Refund amount and method	[enter]	[enter]
Settlement scope	[enter]	[enter]

Official provisions and legal review limits: _____

Decision record and authorization: _____

Exact correspondence versions: _____

Recipient delivery method and date: _____

New facts requiring an update: _____

Fictional evidence conflict: the ledger shows a refund requested, while the bank shows no debit. Retain both records and classify the refund as pending until its actual status is established. Do not silently reduce cash held.

This pack does not establish liability, privilege or legal entitlement by its title.

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.