

Upstream payment dispute evidence pack

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

Create the subcontract payment chronology

Use this pack to connect your payment claim, the upstream explanation and the complete contract. Preserve evidence that contradicts your position as well as evidence that supports it. The pack does not decide clause enforceability.

Project subcontract and parties: _____

Owner and upstream contracting chain: _____

Prepared by date version and intended recipient: _____

Invoices and work periods in dispute: _____

Date	Event or statement	Source ID	Confirmed reported or disputed

Exact upstream-payment explanation: _____

Your requested resolution and current response: _____

Reconcile the account and upstream evidence

Your invoice	Gross CAD	Credits CAD	Received CAD	Balance CAD

Holdback within balance: _____

Disputed items and deductions: _____

Upstream application and allocated scope: _____

Owner receipt evidence and verification limits: _____

- ☐ Attach complete payment clauses and incorporated terms.
- ☐ Include invoice delivery and performance records.
- ☐ Keep owner-payment information clearly separate from your own receipts.
- ☐ Record partial payments and subsequent reversals.
- ☐ Attach notices, demands and responses with exact delivery dates.
- ☐ Index evidence of unrelated upstream disputes or allocation gaps.

Prepare the review questions

Question	Supporting and contrary record	Reviewer / action
Contractual payment trigger	[enter]	[enter]
Effect of owner-payment clause	[enter]	[legal review]
Statutory application and notices	[enter]	[legal review]
Ledger and allocation difference	[enter]	[enter]
Separate lien or other step	[enter]	[legal review]

Missing documents and owner: _____

Original custodian and secure copy index: _____

Confirmed procedural dates and source: _____

Next communication and reviewer: _____

Dispatch version and recipient: _____

Keep originals unchanged. No source in this pack should be described as an admission of liability unless that is established by the actual record and reviewed.

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.