



## VENDOR PAYMENT TRACKER

Please print out copies of this sheet and use it to track all your payment dates, amounts and payment methods to your vendors. Please staple your receipts, transactions and contracts to this sheet to keep everything organized and together.

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

Description of Services/Products: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total Fees (inc. tax): \_\_\_\_\_

### Deposit

### 2nd Payment

### Final Payment

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Amount: \_\_\_\_\_

Amount: \_\_\_\_\_

Payment Method:

Payment Method:

Payment Method:

Cash: \_\_\_\_\_

Cash: \_\_\_\_\_

Cash: \_\_\_\_\_

Credit Card: \_\_\_\_\_

Credit Card: \_\_\_\_\_

Credit Card: \_\_\_\_\_

Cheque #: \_\_\_\_\_

Cheque #: \_\_\_\_\_

Cheque #: \_\_\_\_\_

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_