Retention and Final Account Sheet

Track what a job finished at and, more importantly, when the money still being held falls due to come back.

What the job finished at — the original sum, every variation, what has been paid, and what is still held and when it is due back.

THE RELEASE DATE IS THE COLUMN THAT MATTERS
Retention is money you have already earned that somebody else is holding, and it is lost more often through nobody tracking the release date than through any dispute. No percentages, periods or entitlements are printed here: they are in your contract.

Project

Client

Contract ref

Completed

ACCOUNT

Item	Reference	Value	Certified	Paid	Date paid	Outstanding

RETENTION HELD

Amount held

Held since

First release due

Released on

Balance still held

Defects period ends

Final release due

Chased on

Received on

Outstanding items, snags and anything disputed