WEDDING PAYMENT MILESTONE REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Keep separate rows for each contract milestone.

STEP 2 Enter only amounts supported by a written quote, invoice or bank record.

STEP 3 Retain payment references and any unresolved tax, tip or overtime question.

STEP 4 Which fact or document still needs checking?

WEDDING PAYMENT MILESTONE REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

REVIEW / MILESTONE DATE	SUPPLIER AND MILESTONE	RESPONSIBLE PERSON	AGREED AMOUNT	PAYMENT RECORDED	INVOICE / RECEIPT AND NEXT STEP

Outstanding question or record to confirm

WEDDING PAYMENT MILESTONE REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Keep separate rows for each contract milestone.

Concrete next action	Owner / due

ACTION 2 Enter only amounts supported by a written quote, invoice or bank record.

Concrete next action	Owner / due

ACTION 3 Retain payment references and any unresolved tax, tip or overtime question.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This organizer does not verify bank transactions, contracts, invoices or supplier balances; figures are based on user entries.

- [ ] Source checked
- [ ] Next action assigned