[Your company name]

Final Account Summary

Contract sum adjusted for variations, provisional sums, fluctuations and claims

Project	
Contract	
Employer or main contrac	
Prepared by	
Date	

Ref	Item	Submitted	Agreed	Difference	Comments
1	Original contract sum				
2	Less provisional sums omitted				
3	Add provisional sums expended				
4	Add agreed variations				
5	Add measured work adjustments				
6	Add daywork				
7	Add fluctuations				
8	Add loss and expense				
9	Less contra charges				
10	Other adjustments				
	Final account total	**0.00**	**0.00**	0.00	
	Less retention				
	Less previously paid				
	Balance due	**0.00**	**0.00**	0.00	

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.

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How to use this summary

Start from the original contract sum and adjust for each category of change.

Keep a separate schedule behind each line, such as the variation register and daywork sheets.

Record the submitted and agreed figures side by side so the difference is clear in negotiation.

Deduct retention and amounts already paid to show the balance due.

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legal advice.

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