[Your company name]

Retention Tracker

Retention held and owed across projects, with release dates

Project	Client or main contractor	Contract value	Retention %	Retention held	Half released at completion	Completion date	Defects period end	Final release due	Released to date	Outstanding
	Totals	**0.00**		**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.

Template from Matthews Roberts | matthewsroberts.com

How to use this tracker

Enter the contract value and retention percentage. Retention held and the half released at completion calculate automatica

Enter the end of the defects period. The final release becomes due then, subject to your contract.

Record releases as they are received. Chase anything outstanding after its due date.

Check the retention terms and any cap in each contract.

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general gu
legal advice.

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