Ashford Business Services Ltd

Supplier Payment Schedule

Paying suppliers on time without cash surprises: every due payment listed by date, amount, and status.

Document	Supplier Payment Schedule
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	2.0
Date	**9 November 2026**
Review date	**9 November 2026**

Schedule period	Total due this period	Total paid this period	Outstanding
November 2026	**£45.00**	**£120.00**	**£850.00**

Supplier reference

Supplier	Contact person	Payment terms	Bank details on file?

Ashford Business Services Ltd

Supplier	Contact person	Payment terms	Bank details on file?

Payment schedule

Supplier	Invoice no.	Invoice date	Due date	Amount	Tax	Total	Status	Paid on	Balance	Method	Reference

Ashford Business Services Ltd

Schedule approval

Schedule period	November 2026
Prepared by	Finance contact
Approved by	Emma Clarke

Checklist

Done	Check
	Every due payment is listed with supplier, invoice, amount, and due date.
	Payments are scheduled before their due dates, not after.
	The schedule is approved and every payment carries a reference.