

Before you pay the wedding deposit.

A quick checklist to turn a quote into a clear payment plan. Use it with each vendor before sending money.

Vendor: _____ Wedding date: _____

01 KNOW WHAT YOU ARE BOOKING

☐ **Confirm the scope in writing.**

Check the date, location, service hours, quantities and exactly what is included.

☐ **Ask for the complete price breakdown.**

Ask whether taxes, travel, delivery, setup, service charges and optional extras are included.

02 MAKE THE PAYMENT PLAN CLEAR

☐ **Record the deposit and every later payment.**

Write down each amount, due date and how it counts toward the agreed total.

☐ **Read change, cancellation and rescheduling terms.**

Clarify anything you do not understand before agreeing; do not assume a deposit is refundable.

03 VERIFY, PAY AND KEEP A RECORD

☐ **Confirm payment instructions with the vendor.**

If bank details change, verify through a contact method you already trust before paying.

☐ **Save the agreement, invoice and payment receipt.**

Record what you actually paid, then put the next due date on your calendar.

One vendor. One clear record.

Complete one copy per vendor. Use your agreed amounts and one currency throughout.

Vendor / service: _____

Agreed total: _____ Currency: _____

Next payment due: _____ Amount due: _____

PAYMENT NOTES

Date paid	Amount	Method	Receipt / reference

Total actually paid: _____

Remaining agreed balance: _____

Agreed total minus payments made. Update the agreed total only for changes confirmed with your vendor; keep unapproved extras separate.

Want to keep all your vendors in one place?

Our paid Wedding Budget + Payment Tracker brings planned, committed, paid and outstanding totals into one digital spreadsheet.

Explore the full tracker on Etsy >

Free checklist created by SteadyVowStudio, seller of the linked planner.

No purchase or email signup needed. This PDF is not the paid spreadsheet.

For personal planning. Not legal or financial advice.