

What Should Be Proven Before You Pay for a CMMS?

Buyer-created planning guidance. This is not a contractual template or legal advice.

Use one sheet for each payment milestone in your agreement. Check the agreed terms. Record acceptance approval and payment authorization separately. Leave unknown details open for confirmation.

Payment milestone

Identify the invoice or payment trigger and the agreed clause.

Required proof

List tests, results, written acceptance and other evidence required for this payment.

Responsible approver

Record the role or person who may approve the work, and the written approval reference.

Unresolved work

Record open issues, their owner, due date and any approved plan to finish them.

Payment authorization

Record who may authorize payment, their decision, date and approval reference. Acceptance alone does not identify this person.

Check fee-start and warranty clauses separately. Austin Water's solicitation describes different maintenance triggers; this sheet does not resolve them or import Austin's terms into your agreement.