DETRITUS

Waste hauler invoice audit worksheet

Check one invoice per site, per month, against the contract.

Print one copy for each site and billing period. It takes about ten minutes once you have the contract and the scale tickets.

1. INVOICE DETAILS

Hauler

Site name and address

Invoice number and date

Billing period

Contract or rate sheet date

Account number

2. LINE BY LINE CHECK

Write each charge from the invoice, the rate in the contract, and whether they match.

Charge on the invoice	Billed	Contract rate	Match? (Y or N)	Question for the hauler

3. SERVICE CHECK

Item	Scheduled	Billed	Actual (from site log)	Difference
Regular pickups				
Extra pickups or trips				
Containers on site				
Swaps and deliveries				

DETRITUS

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Weights, fuel, rate changes and disputes.

4. WEIGHT AND TICKET CHECK

Date	Scale ticket number	Ticket weight	Invoice weight	Facility	Notes

__ Every billed haul has a scale ticket or a weight on request

__ Ticket weights add up to the invoice weight

__ Material type on the ticket matches what we put in

__ Disposal facility matches the contract

5. FUEL SURCHARGE CHECK

If the contract ties the surcharge to a diesel price index, look up the published price for the week named in the contract and apply the contract formula.

Index and week used in the contract

Published index price for that week

Surcharge percent from the contract table

Surcharge percent on the invoice

6. RATE CHANGE LOG

Month	Charge	Old rate	New rate	Allowed by contract?

7. DISPUTES

Date raised	Charge disputed	Amount	Hauler response	Resolved? Credit received?

Keep each month's worksheet with the invoice. Repeated errors on one site are a pattern, not an accident, so bring the pattern to the hauler at your next review.