

Pending is not paid — the payment-proof rule card

Sent to anyone who comments PAID. One page. Pin it in the tech group chat.

THE ONE RULE

Money is real when a screenshot of a **completed** transfer lands in the group. "Sent", "pending", "processing" and a text that says "paid you" are not money.

WHAT THE SCREENSHOT MUST SHOW

- The app (Zelle, Venmo, bank).
- The amount.
- The direction: who sent, who received.
- The status word: **Completed**. Pending or failed = not settled, send it again when it clears.
- The date.
- The ticket or job number in the memo. If it is missing, the reply is one question: "which ticket?"

MATCHING RULE

1. Ticket number in the memo wins.
2. Otherwise, amount within a dollar of an open job, same group, same tech, most recent first.
3. No match = no settlement. Ask, do not guess.

PAYOUT MATH (WRITE YOURS HERE)

Case	Tax	Net	Tech gets	Owner gets
Tech collected (cash, or transfer to the tech)	none	sale – parts	commission % × net + parts	the rest, transferred to the company the same day
Company collected (transfer, card, check to the office)	sales tax off the top	sale – tax – parts	commission % × net + parts, sent to the tech's registered account	the rest

- Settle **immediately** after the job is done and the client has paid. Not Friday.
- A transfer labeled only "Zelle" is ambiguous: ask "to you or to the company?" before closing.
- Money questions go to the owner only, never to the whole group.

WHY THIS WORKS

The chat becomes the ledger. Anyone can scroll up and see who owes what, with the proof attached.