

# Payment Claim

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To: (Respondent)

ACN / ABN

Business Address<sup>i</sup>:

Phone

Fax Number

**This is a payment claim made under section 14 the Building and Construction Industry Security of Payment Act 2002 (VIC).**

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From: (Claimant)

ACN / ABN

Business Address<sup>ii</sup>:

Phone Number

Fax Number

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## Contract Details

Project / Job details

Contract Number *(if applicable)*

Date Contract Entered into

Reference Date<sup>iii</sup>

Payment Claim Number

Payment Claim Type

<input type="checkbox"/> Claim based on Reference Date	Claim Period DD / MM / YEAR to DD / MM / YEAR
<input type="checkbox"/> Milestone Payment	
<input type="checkbox"/> Single or One-off Payment	
<input type="checkbox"/> Final Payment	

Due Date

Payment Claim Summary

<input type="checkbox"/> Base Contracts	\$
<input type="checkbox"/> Claimed Variations	\$

**Total amount of this Payment Claim**

\$

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**The construction work or related goods and services in respect of which this Payment Claim is made and the method of calculation of the total amount of the claim are set out in the Attachment(s) to this Payment Claim.**

Signed (Claimant): \_\_\_\_\_

Date:

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### **ATTACHMENTS**

Details of Claim (attach other relevant documentation as required)

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<sup>i</sup> Address and service of notices as provided for in contract, or if no provision, serve on the person's business or residential address of the company's registered office or principal place of business.

<sup>ii</sup> Address and service of notices as provided for in contract, or if no provision, serve on the person's business or residential address of the company's registered office or principal place of business.

<sup>iii</sup> The date stated in or worked out under the contract as the date on which a claim for a progress payment may be made; if no date provided in contract, the last day of the named month in which the construction work was first carried out and the last day of each later named month.