Payment Claim

To: (Respondent) _____
ACN / ABN _____

Business Address[1]: _____
_____
_____

Fax Number _____

This is a payment claim made under the Building and Construction Industry Payments Act, QLD, 2004.

From: (Claimant) _____
ACN / ABN _____

Business Address[2]: _____
_____
_____

Fax Number _____

Contract Details
Project / Job details _____

Contract Number (*if applicable)* _____

Reference Date[3] __ / __ / _____

Total amount of this Payment Claim **$** _____

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 : __ / __ / _____

ATTACHMENTS
Details of Claim (attach other relevant documentation as required)

[1] 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.

[2] 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.

[3] 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.