

DISPUTE OF BACK CHARGE

[Subcontractor company name, ABN]

Date: [date]

To: [respondent legal entity, ABN], Attention: [contract administrator]

Contract: [subcontract title / number]

Project: [project name / site address]

Re: Back charge(s) deducted from [payment schedule / remittance] dated [date]

We dispute the following back charges:

Reference	Description	Amount	Our response
[ref]	[e.g. cleaning level 3]	[\$amount]	[no notice given; area was cleaned on [date]-, photos attached]
[ref]	[e.g. damage to ceiling]	[\$amount]	[damage caused by [other trade]; not our work]
[ref]	[e.g. delay costs]	[\$amount]	[no particulars or calculation provided]

1. No written notice of these charges, with particulars and the calculation, was given to us before the deduction was made[, as clause [X] of the subcontract requires].

2. Please provide by [date], for each charge: the clause relied on, the date and nature of the alleged event, the evidence (photos, dockets, invoices), and how the amount was calculated.

3. Unless and until each charge is substantiated and agreed, please pay the withheld amount of \$[amount] with the next payment.

We reserve our rights under the subcontract and the Building Industry Fairness (Security of Payment) Act 2017 (QLD), including to claim the withheld amount in our next payment claim and to apply for adjudication.

Regards,

[name, position]

[company]

[phone / email]