

NOTICE OF DISPUTE

[Subcontractor company name, ABN]

Date: [date]

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

Contract: [subcontract title / number]

Project: [project name / site address]

This is a notice of dispute under clause [X] of the subcontract.

The dispute

Matter	Amount	Our position in brief
[e.g. Variation [no. X]- [description]]	[\$amount]	[directed by [name] on [date]- ; valued at contract rates]
[e.g. Liquidated damages assessed [date]]	[\$amount]	[delay caused by [event]; EOT claimed on [date]]
[e.g. Back charge [ref]]	[\$amount]	[no notice or particulars given; work was not ours]

Total in dispute: \$[amount] (ex GST)

The facts relied on

[Short chronology: dates of directions, notices, claims and the builder's responses, with document references.]

What we ask for

[e.g. Payment of \$[amount] / an extension of time of [X] days and release of liquidated damages / withdrawal of the back charge].

Next step

Under clause [X], we request a meeting of senior representatives within [X] business days of this notice. Please propose a time and confirm who will attend for [respondent].

This notice does not limit or waive any of our rights under the subcontract or at law, including our rights under the Building Industry Fairness (Security of Payment) Act 2017 (QLD).

Regards,

[name, position]

[company]

[phone / email]