PAYMENT CLAIM NO. [X]

[Subcontractor company name, ABN]
[Address, phone, email]

Date of claim: [date]
To: [respondent legal entity exactly as named in the subcontract, ABN]
Attention: [contract administrator]
Contract: [subcontract title / number] dated [date]
Project: [project name / site address]
Work claimed: work carried out up to [date]

This is a payment claim made under the Building and Construction Industry (Security of Payment) Act 2009 (ACT).

Claimed amount: $[amount] excluding GST ($[amount] including GST)

SCHEDULE OF WORK CLAIMED

Item	Description of work	Contract value	% complete	Value to date
1	[e.g. rough-in, levels 1 to 3]	$[amount]	[%]	$[amount]
2	[e.g. switchboards supplied and installed]	$[amount]	[%]	$[amount]
3	[add a row for each part of the scope]	$[amount]	[%]	$[amount]

VARIATIONS CLAIMED

Variation	Description	Directed by and date	Amount
[V1]	[description]	[name, date]	$[amount]
[V2]	[description]	[name, date]	$[amount]

SUMMARY

Line	Amount (ex GST)
Value of contract work to date	$[amount]
Value of variations to date	$[amount]
Total value to date	$[amount]
Less retention held ([5]%)	$[amount]

Less amounts previously paid	$[amount]
Amount claimed this claim	$[amount]
GST	$[amount]
Total claimed including GST	$[amount]

Supporting documents attached: [progress photos / delivery dockets / variation register / site instructions].

Please send any payment schedule in response to this claim to [email address].

Signed: [name, position]
[company]