

CLAIM FOR PAYMENT 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 claim for payment is made under clause [X] of the subcontract. If it is rejected, disputed or not paid in full by the due date, a payment dispute arises under the Construction Contracts (Security of Payments) Act 2004 (NT).

Amount claimed: \$[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].

Payment is due by [date under the subcontract]. Please send any notice disputing this claim to [email address].

Signed: [name, position]
[company]