

RESPONSE TO PAYMENT SCHEDULE

[Subcontractor company name, ABN]

Date: [date]

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

Contract: [subcontract title / number]

Project: [project name / site address]

Re: Payment schedule dated [date] responding to our payment claim no. [X] dated [date]

We refer to your payment schedule dated [date], which schedules \$[amount] against our payment claim of \$[amount] (ex GST), a difference of \$[amount].

We do not accept the reasons given for paying less than the claimed amount. Our response to each item is set out below.

Item	Your reason	Amount withheld	Our response
[1]	[reason stated in the schedule]	\$[amount]	[why it is wrong: e.g. work completed on [date], see photos / docket no. [X]]
[2]	[back charge / defect / set-off]	\$[amount]	[no notice or particulars given before deduction; no evidence provided]
[3]	[variation not approved]	\$[amount]	[directed by [name] on [date], confirmed by our email of [date]]

The scheduled amount of \$[amount] is payable by [due date under the contract and the Act]. Please confirm payment of that amount on time.

For the balance of \$[amount], please provide by [date] the evidence relied on for each item above, or confirm that the amounts will be paid with the scheduled amount.

We reserve our rights under the subcontract and the Building Industry Fairness (Security of Payment) Act 2017 (QLD), including the right to apply for adjudication of the amounts in dispute within the time the Act allows.

Regards,

[name, position]

[company]

[phone / email]