

PAYMENT CLAIM

TO (RESPONDENT'S NAME): _____

ABN (where applicable): _____

Address (ordinary place of business): _____

Phone Number: _____ Fax Number: _____

FROM (CLAIMANT'S NAME): _____

ABN (where applicable): _____

Address (ordinary place of business): _____

Phone Number: _____ Fax Number: _____

CONTRACT DETAILS:

Project: _____

Contract Number (where applicable): _____

Reference date (date when claimant can claim and to which claim is calculated): _____

Total amount of this Payment Claim: \$ _____

The construction work or related goods and services in respect of which this Payment Claim is made and the method of calculation of the total amount of the claim are set out in the Attachment(s) to this Payment Claim.

Signed (Claimant):

Date:

ATTACHMENT(S)

Details of Claim (attach other relevant documentation as required):

This is a payment claim made under the Building and Construction Industry Payments Act 2004 (Qld).

Payment Claim

Notes for guidance of the Claimant

1. The work or related goods or services in respect of which the Payment Claim is made must be detailed in the attachments. The attachments may include information supporting the claimed amount. Examples of such information are:
 - a. Statements detailing the extent of the work completed;
 - b. Completion certificates;
 - c. Delivery dockets;
 - d. Photographs;
 - e. Other Contract documentation requirements where applicable.
2. The payment claim must contain a statement along the lines of *“This is a payment claim made under the Building and Construction Industry Payments Act 2004 Qld”*.
3. The Payment Claim may be served in accordance with the contract or may be served as provided under the Act by delivering it:
 - a. In person to the respondent; or
 - b. By lodging it during normal business hours at the respondent's ordinary place of business; or
 - c. By sending it by post to the respondent's ordinary place of business; or
 - d. By sending it by facsimile to the respondent's ordinary place of business.
4. The Payment Claim is not served until it is received by the respondent in the correct manner as detailed above. It is important that evidence of service is kept, for example, facsimile receipts or courier dockets.
5. If the respondent wishes to dispute liability to pay in whole or part the amount claimed, the respondent must serve upon the claimant a Payment Schedule within 10 business days after being served with a Payment Claim.
6. If the respondent fails to serve a Payment Schedule on the claimant within 10 business days after being served with a Payment Claim, the respondent must pay the full amount of the Payment Claim. Payment is to be made on the due date as defined in the Act.
7. If the respondent does not pay the full amount by the due date, the claimant has rights to apply for adjudication under the Act.
8. Amounts paid in respect of a Payment Claim are taken to have been paid on account. It should be noted that payment does not constitute an admission by the respondent that work has been done or goods or services provided to the claimed value. An amount paid may have to be repaid if the claimant was not entitled to payment under the terms of the relevant construction contract.