

PROGRESS CLAIM

Claim Number	
Claim Date	
Contract Number	
Project Code	

PRINCIPAL / CLIENT

CONTRACTOR / CLAIMANT

PROJECT & CONTRACT DETAILS

PROJECT NAME					
PROJECT LOCATION					
VALUATION DATE TO			PREVIOUS CLAIM NO.		

SCHEDULE OF VALUES & WORK COMPLETED

ITEM	DESCRIPTION OF WORK / SCHEDULED ITEM	SCHEDULED VALUE	% COMPLETE	TOTAL COMPLETED	PREVIOUS CLAIMED
1					
2					
3					
4					
5					
6					
Total Scheduled Contract Value			Total Completed to Date		

PROGRESS CLAIM SUMMARY

Original Contract Sum	
Approved Variations / Change Orders (Net Total)	
Adjusted Contract Sum (Revised Total)	
Value of Physical Work Completed & Materials on Site to Date	
Less: Retention Amount withheld (____ %)	
Subtotal (Gross Value Claimed to Date)	
Less: Total Previously Certified / Paid (Claims 1 to ____)	
Net Amount Claimed This Period (Excl. Tax)	
Tax / VAT / GST (____ %)	
TOTAL AMOUNT DUE THIS CLAIM (Incl. Tax)	

PAYMENT DETAILS / BANK INSTRUCTIONS

Bank Name:

Account Name:

BSB / Swift Code:

Account Number:

Payment Terms:

Submitted By (Contractor)

I hereby certify that the work listed above has been completed in accordance with the contract.

Representative Signature Date

Approved By (Principal / Superintendent)

This claim has been reviewed and is recommended/approved for payment.

Authorized Representative Signature Date