

# FORM 4

## NOTICE OF DISPUTE OF PROGRESS CLAIM

(Condition 19 of the General Conditions of QBCC Level 2 Renovation, Extension and Repair Contract)

**NOTE TO CONTRACTOR:** This blank form may be copied for multiple use and must accompany a QBCC Form 3.

**NOTE TO OWNER:** If you intend to dispute a progress claim, this form must be returned to the Contractor within 5 business days of receipt of the disputed progress claim.

To: (Contractor) \_\_\_\_\_  
(insert name and postal address of Contractor)

From: (Owner/s) \_\_\_\_\_  
(insert name and postal address of Owner/s)

Regarding construction at: \_\_\_\_\_  
(insert Site address)

(tick whichever is applicable)

The Owner **rejects all of** your progress claim dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ (insert date) for the Stage described in Schedule Item 8 as \_\_\_\_\_

**OR**

The Owner **rejects part of** your progress claim dated: \_\_\_\_/\_\_\_\_/\_\_\_\_ (insert date) for the Stage described in Schedule Item 8 as \_\_\_\_\_  
(insert name / description of Stage from the Payment Schedule)

The value of the part of the progress claim that is rejected is: \$ \_\_\_\_\_ (incl. GST)  
(insert amount)

**The reason/s for rejecting all or part of the claim is/are:** (set out reason/s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNED:** \_\_\_\_\_  
(Owner/Owner's Representative to sign here)

**DATED:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day) (month) (year)

**When form completed, Owner to give the Contractor the original and Owner to retain 2 legible copies.**