

# FORM 2 PROGRESS CLAIM

(Condition 14 of the General Conditions of QBCC Level 1 Renovation, Extension and Repair Contract)

**NOTE TO CONTRACTOR:** This blank form may be copied for multiple use. Give this form to the Owner, together with Form 3 and any certificates of inspection relevant to this payment stage.

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

From: (Contractor) \_\_\_\_\_

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

The Contractor certifies that the Works have reached the Stage described as:

*(The Stage must be a Progress Payment Stage as set out in Item 8 of the Contract Schedule)*

**THE CONTRACTOR CLAIMS PAYMENT FOR THE FOLLOWING:**

1. The completion of Works to the Stage indicated above in the amount of: \$ \_\_\_\_\_

*(insert the amount in words and figures)*

**NOTE:** The percentage/amount of the Contract Price that can be claimed is set out at Item 8 of the Contract Schedule.

2. Adjustment for **Prime Cost (PC) Items** claimed at this Stage (if any): *(Delete this section if no PC Items in Contract Price)*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

*(insert description of PC Item/s and whether adjustment is + or - compared to allowance stated in the PC Schedule)*

**NOTE:** The Contractor must attach to this progress claim any invoice, receipt or other document showing the cost of any Prime Cost Item.

3. Adjustment for **Provisional Sums (PS)** claimed at this Stage (if any): *(Delete this section if no PS Items in Contract Price)*

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

*(insert description of PS Item/s and whether adjustment is + or - compared to allowance stated in the PS Schedule)*

**NOTE:** The Contractor must attach to this progress claim any invoice, receipt or other document showing the cost of any Provisional Sum.

4. Adjustment for **variations**: *(must have been previously recorded in a Variation Document and authorised by Owner)*

\_\_\_\_\_ as set out in QBCC Form 4 - Variation Document dated: / / \$ \_\_\_\_\_

\_\_\_\_\_ as set out in QBCC Form 4 - Variation Document dated: / / \$ \_\_\_\_\_

\_\_\_\_\_ as set out in QBCC Form 4 - Variation Document dated: / / \$ \_\_\_\_\_

*(insert description of variation/s)*

*(insert date)*

*(insert amount of increase or decrease due to variation)*

**TOTAL AMOUNT OF THIS PROGRESS CLAIM:** \$ \_\_\_\_\_

(add or subtract the adjustments in Items 2, 3 & 4 above from the Stage payment stated in Item 1) (incl. GST)

Signed by the Contractor/Contractor's Representative: \_\_\_\_\_ DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day) (month) (year)

**NOTE TO CONTRACTOR:**

Where claim is for Practical Completion Stage, you must attach a Defects Document in QBCC Form 5.

**NOTE TO OWNER:** Except for the Practical Completion Stage, you must pay the amount claimed by the Contractor, or any part of it with which you agree, within 5 business days of receipt of this progress claim. If you dispute all or part of the Contractor's progress claim, you must, within 5 business days of receiving the claim, give the Contractor a QBCC Form 3 - Notice of Dispute of Progress Claim or similar written notice stating that you dispute all or part of the progress claim and your reasons for doing so. For the Practical Completion Stage, you must pay the Contractor immediately after the Contractor has satisfied Condition 22.2.

When form completed, Contractor to retain original and give 1 legible copy to Owner.