

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 business address of Contractor)

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

Regarding construction at: _____
(insert Site address)

(tick whichever box is applicable)

The Owner **rejects all of** your progress claim dated: ____ / ____ / ____ for the Stage described in Schedule Item 8 as:
(day) (month) (year)

(insert name / description of the Stage from the Payment Schedule)

OR

The Owner **rejects part of** your progress claim dated: ____ / ____ / ____ for the Stage described in Schedule Item 8 as:
(day) (month) (year)

(insert name / description of the 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)*

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.