

Subcontractor:

Example Only

**Form 1 – SAMPLE HEAD CONTRACTORS PAYMENT SCHEDULE**

**This is a Payment Claim under the Construction Contracts Act 2002**

To: [Payee / Subcontractor] **Buyer Created Tax Invoice**  
[Subcontractor Address] **Subcontractors GST No.:** [Enter GST Number]

From: NZ Strong Group Ltd **Head Contractors GST No:** [Enter GST Number]  
108 Mt Eden Road, Mt Eden  
Auckland

**Project Name:** **Subcontract No.**  
**Location:** **For Payment Claim No.:**  
**Trade:** **Period From:**  
**Reference No.:** **Period to:**  
**Subcontract Sum:**

Description	Subcontractors ex GST	Amount Certified ex GST	Reason for Variance
<u>Subcontract Work Value to date</u> (Detail below items amended from Subcontractors Claim)			
<u>Variations Claimed to Date</u> (Detail below items amended from Subcontractors Claim)			
<u>Fluctuations Claimed to Date</u> (if applicable) (Detail below items amended from Subcontractors Claim)			
<u>Materials On Site Claimed to Date</u> (Detail below items amended from Subcontractors Claim)			
<u>Materials Off Site Claimed to Date</u> (Detail below items amended from Subcontractors Claim)			
<b>Total Claimed (Excluding Retentions &amp; GST)</b>	\$ -		
<b>Total Certified</b>		\$ -	
Less Retentions		\$ -	
Subtotal		\$ -	
Less Previous Claims		\$ -	
Net Approved		\$ -	
Plus GST		\$ -	
<b>This Payment Scheduled Amount</b>		\$ -	
Due Date for payment			
Certified by QS _____	Date: _____		