

# Standard Payment Request Template

## Residential Building Contracts

Contractor Name

ABN

Builder's Licence No.

Client Name

Project Address

Contract Number

Date of Request

Payment Claim No.

## Constructed Works Summary

Description of Works	Payment Stage	Amount Claimed (\$)
e.g. Concrete slab	e.g. Stage 2 - Slab	
<b>Subtotal</b>		
<b>GST (if applicable)</b>		
<b>Total Amount Requested</b>		

Payment Details / Bank Account for Transfer

e.g. Bank name, Account name, BSB, Account No.

**Additional Comments**

Any notes for client or contract admin

**Contractor's Signature**

**Date**

**Note:** This is a sample template for payment requests under residential building contracts. Ensure compliance with local regulations and contract terms.