



Progress Claim Invoice Template

Tax Invoice | Progress Claim
hashmicro.com

PROGRESS CLAIM — TAX INVOICE

1. SUBCONTRACTOR DETAILS

Business / Trading Name	Claim Number	PC-
ABN	Invoice Number	INV-
Contact Name	Claim Date	
Phone	Due Date	
Email	Payment Terms	Net 14 / Net 30
Address	Claim Period	From: _____ To: _____

2. PROJECT & CONTRACT DETAILS

Principal Contractor / Client Name	
ABN	
Project Name	
Project Number	
Site / Property Address	
Original Subcontract Value	\$
Approved Variations to Date	\$
Revised Subcontract Value	\$
Contract Reference No.	
Subcontract Start Date	

Subcontract End Date (Planned)	
Security of Payment Act (SOPA) Ref.	[State] Building and Construction Industry SOP Act

3. PREVIOUS CLAIMS SUMMARY

Claim No.	Invoice No.	Claim Date	Period Covered	Gross Amount Claimed (\$)	Retention Withheld (\$)	Net Amount Claimed (\$)	Amount Certified (\$)	Amount Paid (\$)	Date Paid	Balance Outstanding (\$)
PC-01				\$	\$	\$	\$	\$		\$
PC-02				\$	\$	\$	\$	\$		\$
PC-03				\$	\$	\$	\$	\$		\$
PC-04				\$	\$	\$	\$	\$		\$
PC-05				\$	\$	\$	\$	\$		\$
PC-06				\$	\$	\$	\$	\$		\$
TOTAL PREVIOUS CLAIMS				\$	\$	\$	\$	\$		\$

4. CURRENT CLAIM — WORK COMPLETED THIS PERIOD

Ref.	Description of Work / Trade Package	Subcontract Value (\$)	% Complete to Date	Value Complete to Date (\$)	% Complete Previous	Value Previous (\$)	This Claim (\$)	Notes
01		\$	%	\$	%	\$	\$	
02		\$	%	\$	%	\$	\$	
03		\$	%	\$	%	\$	\$	
04		\$	%	\$	%	\$	\$	
05		\$	%	\$	%	\$	\$	
06		\$	%	\$	%	\$	\$	
07		\$	%	\$	%	\$	\$	
08		\$	%	\$	%	\$	\$	
09		\$	%	\$	%	\$	\$	

10		\$	%	\$	%	\$	\$
11		\$	%	\$	%	\$	\$
12		\$	%	\$	%	\$	\$
	CURRENT CLAIM SUBTOTAL	\$		\$		\$	\$

5. VARIATIONS CLAIMED THIS PERIOD

Var. No.	Variation Description	Date Approved	Approved By	Variation Value (\$)	Previously Claimed (\$)	This Claim (\$)
1				\$	\$	\$
2				\$	\$	\$
3				\$	\$	\$
4				\$	\$	\$
5				\$	\$	\$
	TOTAL VARIATIONS THIS CLAIM			\$	\$	\$

6. PROGRESS CLAIM CALCULATION

Item	Amount (AUD)	Notes
Original Subcontract Value	\$	
Add: Approved Variations to Date	\$	
REVISED CONTRACT VALUE	\$	
Work Complete to Date (%)	%	Cumulative % of revised value
Value of Work Complete to Date	\$	Revised Value × % Complete
Less: Total Previously Certified	(\$)	From Section 3
GROSS CLAIM THIS PERIOD	\$	
Add: Variations This Claim	\$	From Section 5
TOTAL GROSS CLAIM	\$	
Less: Retention Withheld This Claim	(\$)	Agreed retention %
Less: Previous Retention Balance	(\$)	Cumulative retention to date

NET CLAIM (excl. GST)	\$
GST (10%)	\$
TOTAL AMOUNT CLAIMED THIS CLAIM (incl. GST)	\$

7. RETENTION LEDGER

Claim No.	Gross Claim (\$)	Retention % Applied	Retention This Claim (\$)	Cumulative Retention Held (\$)	Retention Released (\$)	Retention Balance (\$)	Release Date
PC-01	\$	%	\$	\$	\$	\$	
PC-02	\$	%	\$	\$	\$	\$	
PC-03	\$	%	\$	\$	\$	\$	
PC-04	\$	%	\$	\$	\$	\$	
PC-05	\$	%	\$	\$	\$	\$	
PC-06	\$	%	\$	\$	\$	\$	
TOTAL	\$		\$	\$	\$	\$	

8. CONTRACT BALANCE STATEMENT

Item	Amount (AUD)
Revised Contract Value	\$
Total Certified to Date (incl. this claim)	\$
Remaining Contract Balance	\$
Total Retention Held to Date	\$
Anticipated Retention Release (Practical Comp.)	\$
Total Amount Paid by Principal to Date	\$
OUTSTANDING BALANCE DUE	\$

9. PAYMENT DETAILS

Bank Name

Account Name	
BSB	
Account Number	
Payment Reference	Invoice No. / Project Name
Payment Terms	

10. CERTIFICATION & SIGN-OFF

I certify that the works described in this progress claim have been completed in accordance with the subcontract.	
Subcontractor Name	
Signature	_____
Date	

Subcontractor	Principal Contractor Assessor	Project Manager
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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