



Subcontractor Invoice with Retention

Tax Invoice | Retention Applicable

hashmicro.com

TAX INVOICE — WITH RETENTION

1. SUBCONTRACTOR DETAILS

Business / Trading Name	Invoice Number	INV-
ABN	Invoice Date	
Contact Name	Due Date	
Phone	Claim Number	PC-
Email	Claim Period	From: _____ To: _____
Address	Contract No.	

2. PROJECT & PRINCIPAL CONTRACTOR DETAILS

Principal Contractor / Client Name	
ABN	
Project Name	
Project Number	
Site / Property Address	
Original Subcontract Value	\$
Approved Variations to Date	\$
Revised Subcontract Value	\$
Agreed Retention Percentage	[X]% (Typical: 5% during works, 2.5% after practical completion)
Maximum Retention Amount	\$
Security of Payment Act Reference	

Practical Completion Date (Est.)

3. CURRENT CLAIM — WORK VALUE

Ref.	Description of Works / Trade Package	Subcontract Value (\$)	% Complete to Date	Cumulative Value (\$)	Previously Certified (\$)	This Claim (excl. GST) (\$)	Notes
01		\$	%	\$	\$	\$	
02		\$	%	\$	\$	\$	
03		\$	%	\$	\$	\$	
04		\$	%	\$	\$	\$	
05		\$	%	\$	\$	\$	
06		\$	%	\$	\$	\$	
07		\$	%	\$	\$	\$	
08		\$	%	\$	\$	\$	
09		\$	%	\$	\$	\$	
10		\$	%	\$	\$	\$	
	GROSS CLAIM VALUE THIS PERIOD	\$		\$	\$	\$	

4. RETENTION CALCULATION

Retention Item	Amount (AUD)	Notes
Gross Claim Value This Period	\$	From Section 3
Retention Rate — Works Phase	[X]%	
Retention Withheld This Claim	(\$)	Gross Claim × Retention Rate
Previously Retained (Cumulative)	(\$)	Balance carried forward
Maximum Retention Cap	\$	Cannot exceed agreed maximum
Retention Reached Cap (Y/N)	Y / N	If Y, no further retention withheld
NET CLAIM AFTER RETENTION (excl. GST)	\$	Gross Claim – Retention This Claim

5. INVOICE TOTALS

Item	Amount (AUD)
Gross Claim Value (excl. GST)	\$
Less: Retention Withheld This Claim	(\$)
Add: Variations Claimed This Period	\$
Net Claim (excl. GST)	\$
GST (10% of Net Claim)	\$
TOTAL AMOUNT DUE THIS CLAIM (incl. GST)	\$

6. RETENTION LEDGER — CUMULATIVE TRACKING

Claim No.	Invoice Date	Gross Claim (\$)	Retention Rate	Retention This Claim (\$)	Cumulative Retention (\$)	Retention Released (\$)	Retention Balance (\$)	Release Trigger	Release Date
PC-01		\$	%	\$	\$	\$	\$	Practical Comp. / Defects Liability / Other	
PC-02		\$	%	\$	\$	\$	\$	Practical Comp. / Defects Liability / Other	
PC-03		\$	%	\$	\$	\$	\$	Practical Comp. / Defects Liability / Other	
PC-04		\$	%	\$	\$	\$	\$	Practical Comp. / Defects Liability / Other	
PC-05		\$	%	\$	\$	\$	\$	Practical Comp. / Defects Liability / Other	
PC-06		\$	%	\$	\$	\$	\$	Practical Comp. / Defects Liability / Other	
PC-07		\$	%	\$	\$	\$	\$	Practical Comp. / Defects	

							Liability / Other
PC-08	\$	%	\$	\$	\$	\$	Practical Comp. / Defects Liability / Other
TOTAL	\$		\$	\$	\$	\$	

7. RETENTION RELEASE SCHEDULE

Release Stage	Trigger Event	Planned Release Date	Retention Amount Due for Release (\$)	Released (Y/N)	Actual Release Date	Reference / Notes
First Release (50%)	Practical Completion		\$	Y / N		
Final Release (50%)	End of Defects Liability Period		\$	Y / N		
Full Release	Defects Liability Period Complete		\$	Y / N		

8. PAYMENT DETAILS

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

9. DECLARATION & SIGN-OFF

I certify that this invoice is accurate and the works have been completed as described in the subcontract.	
Subcontractor Name	
Signature	_____
Date	

Subcontractor	Principal Contractor	Quantity Surveyor / CA
Name: _____	Name: _____	Name: _____
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

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