



INVOICE

Invoice Date: Date

Invoice #: Invoice Number

TO Name
 Company Name
 ABN
 ACN (If Required)
 Address
 Phone

FROM Name
 Company Name
 ABN
 CAN (If Required)
 Address
 Phone

Contact	Job	Payment Terms	Due Date
		Contract terms or 10 business days after the date of this invoice	

Description	Quantity	Unit Price	GST	Amount
<i>Describe the work you have done or the goods and services that you have provided for</i>				
			TOTAL	\$

Please pay the total amount on or before the due date for payment. If you are unable to pay the total amount, please respond with a payment schedule within 15 business days after the date you received this invoice/ payment claim as required under the *Building Industry Fairness (Security of Payment) Act 2017*.

SUPPORTING STATEMENT

In accordance with section 75(7) of the *Building Industry Fairness (Security of Payment) Act 2017* I,, being the head contractor (the Contractor), a director of the head contractor or a person authorised by the head contractor on whose behalf this declaration is made, in relation to the contract between

..... (“the Principal”) and

..... (“the Contractor”) for

..... (“the Contract”),

declare that:

[1] unless stated in paragraph [2], all subcontractor(s) for the Contractor engaged under the construction contract for which this claim has been made, have been paid all amounts owed to them by the Contractor at the date of this Payment claim no.....

[2] the following subcontractor(s) have not been paid the full amount that is owed to them by the Contractor at the date of giving this Payment claim no..... for the reasons set out below

Details of unpaid subcontractors				
Subcontractor full name	Payment claim details (e.g. invoice number)	Date(s) of work or supply of related goods and services by subcontractor	Amount owed* to the subcontractor (\$)	Reason for not paying amount owed to the subcontractor in full

* Amount owed is either [option 1: the amount stated in a payment schedule, or; option 2:(if no payment schedule is given) the full amount claimed under the payment claim].

[Insert if applicable – All other subcontractors have been paid the full amount owed to them.]

Signed

Date .../.../.....

In accordance with section 75(7) of the *Building Industry Fairness (Security of Payment) Act 2017* I, _____, being the head contractor (the Contractor), a director of the head contractor or a person authorised by the head contractor on whose behalf this supporting statement is made, declare that all subcontractors have been paid all amounts owed to them at the date of giving this payment claim.