

Progress claim template for a NSW head contract

A payment claim schedule for a NSW head contract, with the payment-schedule fields the principal has to answer. One row is one monthly claim on one contract, and the principal's response to it.

Progress claim and payment schedule — the example column is Bayside Townhouses (demo), not a real project

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Project	The project the contract belongs to. One register per contract is easier to reconcile than one per project when a project has several contracts.	Bayside Townhouses (demo)	
Contract	Which contract this claim is made under. A head contract and a separate demolition contract produce separate claim sequences.	Head contract - construct only	
Claim no.	The claim's sequence number on this contract. Numbers must not be reused or skipped — a gap is the first thing an adjudicator asks about.	7	
Date claim received	The date you actually received the claim, not the date printed on it. Every statutory deadline runs from receipt.	2026-08-31	
Reference date / period to	The end of the period claimed. NSW Government guidance says only one claim can be made for each reference date and, unless the contract says otherwise, claims can only be made once a month.	2026-08-31	
Contract sum (ex GST)	The original contract sum, excluding GST. This is the figure the claim is measured against and it should not move.	\$4,200,000.00	
Approved variations to date (ex GST)	The total of variations that have been directed or approved, not the total submitted. Take it from the variation register, not from the claim.	\$186,500.00	
Adjusted contract sum (ex GST)	Contract sum plus approved variations. If the claim's adjusted sum is higher than yours, the difference is a variation you have not approved.	\$4,386,500.00	

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Work completed to date (ex GST)	The cumulative value of contract works completed, against the schedule of rates or bill of quantities. Check it against the site, not against last month's claim.	\$2,742,000.00	
Variations completed to date (ex GST)	The cumulative value of approved variation work completed. Keeping it on its own line is what stops an unapproved variation being buried in a contract line item.	\$118,000.00	
Materials on site (ex GST)	Unfixed materials delivered and stored, where the contract allows them to be claimed. Verify delivery and title before certifying any of it.	\$64,000.00	
Total completed to date (ex GST)	Work plus variations plus materials on site. This is the cumulative figure, not the amount of this claim.	\$2,924,000.00	
Less previously certified (ex GST)	The cumulative amount already certified on earlier claims. Take it from your own certificates, not from the claim in front of you.	\$2,610,000.00	
This claim before retention (ex GST)	Total completed to date less previously certified. This is the movement for the period.	\$314,000.00	
Retention deducted this claim	The retention withheld from this claim, at the percentage and up to the cap your contract sets. Track the running retention balance separately — it is money owed but not yet released.	\$15,700.00	
Amount claimed (ex GST)	This claim before retention, less retention. The figure the GST is calculated on.	\$298,300.00	
GST	GST on the amount claimed, where the supply is taxable. Show it as its own line so the ex-GST and inc-GST figures can never be confused.	\$29,830.00	
Amount claimed (inc GST)	The total the claim asks to be paid. This is the number the payment schedule responds to.	\$328,130.00	

Field	What goes in it	Bayside Townhouses (demo)	Your entry
Scheduled amount (payment schedule)	The amount you propose to pay, which the NSW Government says can be Nil. This is a required field of a payment schedule, not an optional note.	\$274,300.00	
Reasons for any difference	If the scheduled amount is less than the amount claimed, all the reasons why. NSW Government guidance is that a respondent cannot raise a reason at adjudication that was not in the payment schedule.	Variation VO-12 (\$24,000.00 ex GST) is claimed but has not been directed or approved, so it is not certified. Every other line is certified as claimed.	
Payment schedule served (date)	The date the schedule reached the claimant. The NSW Government states it must reach them within 10 business days after you received the payment claim, unless the contract sets a shorter period.	2026-09-11	
Due date for payment	The due date under the contract. The NSW Government's table of key dates gives 15 business days after the claim is made for payment by a principal to a head contractor.	2026-09-21	
Status	Where the claim sits: received, scheduled, paid, or in dispute. A claim with no status is a claim nobody owns.	Scheduled - awaiting payment	

How to use this template

- The demonstration row is arithmetic you can check: \$4,200,000.00 + \$186,500.00 = \$4,386,500.00 adjusted contract sum; \$2,742,000.00 + \$118,000.00 + \$64,000.00 = \$2,924,000.00 completed to date; less \$2,610,000.00 previously certified = \$314,000.00 this claim; less 5% retention (\$15,700.00) = \$298,300.00; plus GST = \$328,130.00. The scheduled amount is \$24,000.00 lower because one variation has not been approved.
- Every deadline runs from the date you received the claim. Record that date first, before you read the numbers.
- The scheduled amount and the reasons for any difference are fields of a statutory document, not commentary. The NSW Government states a payment schedule must be in writing and addressed to the claimant, identify the payment claim, state the scheduled amount you propose to pay (which can be Nil), and state all the reasons why if it is less than the amount claimed.
- Retention percentages and caps come from your contract. The NSW retention money trust requirements described by the NSW Government are a different leg of the chain: they apply to retention a head contractor holds from its subcontractors on projects valued over \$20 million, not to retention a principal holds from a head contractor.
- The demonstration dates count business days without allowing for public holidays. Count your own deadline against the calendar that applies to your contract.
- General information, not legal advice. Read your own contract and confirm your position with your solicitor.

