Progress claim working record

SAMPLE, NOT FOR ISSUE: illustrative records, not client data

Version WB-PC-2026-11-06-v1

A claim document you adapt. It does not decide whether it meets your Act or contract: check both, and get advice for a dispute. Not a tax invoice.

Claim

Row	Field	Entry
6	Project reference	JOB-SAMPLE-7201
7	Claim reference	PC-SAMPLE-7203
8	Claimant record	Contractor A, sample
9	Respondent record	Customer A, sample
10	Contract reference and date	CONTRACT-SAMPLE-7201, 1 September 2026
11	Job and scope description	Sample commercial maintenance fit-out, packages W01 to W03
12	State or territory	Not set: select your state or territory
13	Work period starts	1 October 2026
14	Work period ends	31 October 2026
15	Prepared date	6 November 2026
16	Claim document date	6 November 2026
17	Actual service record	Not served: SAMPLE specimen
18	Contract stage/payment schedule reference	SCHEDULE-SAMPLE-01; reference only, no legal form supplied
19	Payment schedule response date, entered	DATE NOT SET: obtain and enter the confirmed dates
20	Payment due date, entered	DATE NOT SET: obtain and enter the confirmed dates
21	Date basis, source and responsible role	Not set: the response and payment dates depend on your Act and contract. Enter the confirmed dates, their source and the responsible role, and get advice.
22	Original contract sum, A$ excluding GST	120,000.00
23	Retention held to date, A$ excluding GST	3,250.00
24	Retention held before this claim, A$ excluding GST	2,000.00
25	GST on this claim, entered A$	2,375.00
26	Confirmed tax basis/reference	SAMPLE assumption only: 10% of current net claim after retention. Not tax advice; confirm the actual taxable amount and timing.
27	GST on previous claims, entered A$	3,800.00
28	Payments against previous claims, A$ including GST	33,000.00
29	Current assessed/certified amount, A$ including GST	Empty: assessment not received

Row	Field	Entry
30	Reviewer role	Office reviewer role, sample
31	Release decision	Hold
32	Next action	Replace every SAMPLE record, confirm legal and tax position, then review saved document and attachments.
33	Previous claim reference(s)	PC-SAMPLE-7202
34	Arithmetic state	ARITHMETIC VALID

Results (work these out by hand; Excel calculates them)

Row	Field	Entry
36	Revised contract, A$ excluding GST	A$125,000.00
37	Base work completed to date, A$ excluding GST	A$60,000.00
38	Variations completed to date, A$ excluding GST	A$5,000.00
39	Completed value to date, A$ excluding GST	A$65,000.00
40	Previous gross work claimed, A$ excluding GST, before retention	A$40,000.00
41	Current gross work movement, A$ excluding GST, before retention	A$25,000.00
42	Retention movement on this claim, A$ excluding GST	A$1,250.00
43	This claim, A$ excluding GST, after retention	A$23,750.00
44	Entered GST on this claim, A$	A$2,375.00
45	This claim, A$ including GST	A$26,125.00
46	Cumulative claim, A$ excluding GST, after retention	A$61,750.00
47	Previous claim, A$ excluding GST, after prior retention	A$38,000.00
48	Previous GST, entered A$	A$3,800.00
49	Previous claims, A$ including GST	A$41,800.00
50	Previous unpaid balance, A$ including GST	A$8,800.00
51	All claims including this one, A$ including GST	A$67,925.00
52	Retention held to date, A$ excluding GST	A$3,250.00
53	Unclaimed contract value, A$ excluding GST, before retention	A$60,000.00
54	Previous receipts, A$ including GST	A$33,000.00
55	Current assessment, A$ including GST	Not received

Row	Field	Entry
56	Current assessment less current claim, A$ including GST	Not available

A negative “This claim” total is a correction/credit calculation: review the appropriate process. A negative previous unpaid balance is a credit against earlier claims. Neither is set to zero.

Document fields

Row	Field	Entry
58	Applicable wording/forms to obtain	Not supplied: confirm for actual jurisdiction, contract and role.
59	Document boundary	A claim document you adapt. It does not decide whether it meets your Act or contract: check both, and get advice for a dispute. Not a tax invoice.
60	Saved record location	SAMPLE folder / JOB-SAMPLE-7201 / PC-SAMPLE-7203
61	Revision	1, SAMPLE
62	Notes	No actual work, approval, service, payment or legal review is asserted by this specimen.
63	Actual claimant identity, ABN and applicable licence details	[insert verified actual details]
64	Actual respondent identity and applicable ABN	[insert verified actual details]
65	Verified payment instructions	[insert independently verified payment instructions]
66	Additional required wording/forms and attachments	Not supplied: obtain for the actual job

Contract and completed work, A$ excluding GST

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Version WB-PC-2026-11-06-v1

Values entered, not a certification. Word and PDF totals are manual: work out each line, then the totals. Enter every amount in A$ with no more than two decimal places.

Line ID	Type	Contract item or variation description	Allocated contract value, A$ excl. GST	Completed value to date, A$ excl. GST	Previously claimed gross work value, A$ excl. GST, before retention	Contract or variation authority reference	Work evidence reference	This claim, gross, A$ excl. GST
W01	Base	Sample package A	80,000.00	48,000.00	32,000.00	CONTRACT-SAMPLE-7201 A	EV-PC-02	16,000.00
W02	Base	Sample package B	40,000.00	12,000.00	8,000.00	CONTRACT-SAMPLE-7201 B	EV-PC-02	4,000.00
W03	Variation	Sample additional scope, no real approval asserted	5,000.00	5,000.00	0.00	VAR-SAMPLE-7201	EV-PC-03	5,000.00
W04								
W05								
W06								
W07								
W08								
W09								
W10								
W11								
W12								
W13								
W14								

Line ID	Type	Contract item or variation description	Allocated contract value, A$ excl. GST	Completed value to date, A$ excl. GST	Previously claimed gross work value, A$ excl. GST, before retention	Contract or variation authority reference	Work evidence reference	This claim, gross, A$ excl. GST
W15								
W16								
W17								
W18								
W19								
W20								

Totals (manual)

Totals	Allocated contract value, A$ excl. GST	Completed value to date, A$ excl. GST	Previously claimed gross work value, A$ excl. GST	This claim, gross, A$ excl. GST
All active work	125,000.00	65,000.00	40,000.00	25,000.00
Base totals	120,000.00	60,000.00	40,000.00	20,000.00
Variation totals	5,000.00	5,000.00	0.00	5,000.00

Current gross work movement = cumulative completed less earlier gross work claimed.

Retention and GST are separate Claim inputs.

Negative current movement is a correction requiring review, not an instruction to issue a negative claim.

Dates entered by the reader, no statutory calculation

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Event ID	Event	Date entered	Actual record/status	Source or basis	Responsible role	Next action
D01	Work period ends	31 October 2026	Period recorded, SAMPLE	Claim D14	Office role, sample	Reconcile W01:W03
D02	Prepared	6 November 2026	Prepared specimen, SAMPLE	Claim D15	Office role, sample	Replace SAMPLE records
D03	Planned service	6 November 2026	Not served	Illustrative planning date, not an entitlement to serve	Office role, sample	Confirm actual permitted date/method and record receipt evidence
D04	Payment schedule response date	NOT SET	Not set: SAMPLE	Not set: depends on your Act and contract	Adviser/reviewer role, sample	Obtain the job's actual Act/contract basis
D05	Payment due date	NOT SET	Not set: SAMPLE	Not set: depends on your Act and contract	Adviser/reviewer role, sample	Confirm the actual due date
D06	Internal follow-up		Not set: SAMPLE	Internal example only, no legal extension inferred	Office role, sample	Set after the confirmed due date
D07	Retention review	NOT SET	Not set	Depends on actual agreement and advice	Contract owner role, sample	Obtain the actual trigger and date

The contract's stage payment schedule and the respondent's payment schedule are different records. This diary neither prepares a statutory response nor changes a deadline.

Record actual service separately from the date printed on a claim.

Get construction-law advice for a dispute.

Evidence index

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Evidence ID	Related claim/line	Record or file reference	Purpose	Opened by role/date	Result	Action
EV-PC-01	PC-SAMPLE-7203	CONTRACT-SAMPLE-7201 and schedule	Contract and original allocation	Not opened: specimen	Not opened	Sample only: obtain and read actual contract
EV-PC-02	W01, W02	SAMPLE folder / work-period / completion-record	Completed values	Not opened: specimen	Not opened	Sample only: obtain actual supporting evidence
EV-PC-03	W03	VAR-SAMPLE-7201	Changed scope and authority	Not opened: specimen	Not opened	Sample only: obtain actual decision and evidence
EV-PC-04	PC-SAMPLE-7202	SAMPLE folder / prior-claim / 6-October	Earlier gross work 40000, retention 2000 and GST 3800	Not opened: specimen	Not opened	Sample only: reconcile actual prior claim
EV-PC-05	Earlier receipts	RECEIPT-SAMPLE-7201, 30 October 2026	Prior illustrative receipt 33000 including GST	Not opened: specimen	Not opened	Sample only: match actual bank record

A reference is an index entry, not proof that a file exists or opens.

The SAMPLE remains Hold.

Evidence result: Not opened, Opened, Missing, Not applicable. Work type: Base, Variation. Release decision: Hold, Ready for own review. State or territory: NSW, VIC, QLD, WA, SA, TAS, ACT, NT. No selection establishes legal correctness.

Instructions and sources

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Version WB-PC-2026-11-06-v1

Row	Topic	Instruction
4	Purpose	Reconcile one claim record and its dates and evidence. The file does not determine entitlement or legal sufficiency.
5	Start	Read the actual contract and current Act; get advice for a dispute.
6	Identity	Replace the party and job references with actual verified records; obtain all wording and forms required for your job.
7	Period	Enter the work period, prepared date and document date.
8	Work	Enter each base item and variation separately, with supporting references.
9	Previous	Copy earlier claimed work, retention and GST from the prior claim, not from receipts. Record the previous claim reference.
10	Retention	Enter confirmed held amounts before and after this claim. No percentage, cap or release right is selected.
11	GST	Enter the confirmed GST amount and keep its tax-basis reference. No tax rate or taxable base is chosen.
12	Sample tax assumption	SAMPLE only: 23750 × 10% = 2375. The treatment and timing for a real contract require an accountant.
13	Assessment	Leave the assessment empty until received. An empty value is unknown, not zero.
14	Payment	Record receipts against earlier claims separately and reconcile the bank record.
15	Dates	Enter actual confirmed dates and record their Act or contract source and owner. The diary counts no days.
16	Two schedules	Keep the contract stage schedule separate from a respondent’s payment schedule.
17	Evidence	Open actual records and retain the saved claim, attachments and any response together.
18	Corrections	Negative movement is a correction for review, not automatic authority to issue a credit or re-claim.
19	Output	ARITHMETIC VALID describes arithmetic only. It does not approve or serve the document.
20	Review	Keep Hold until the actual legal and tax basis, evidence and final document have been reviewed by the responsible person.
21	Sample	Every SAMPLE figure and record is illustrative. No real approval, service or payment is asserted. The SAMPLE leaves the state and both statutory dates unset.
22	Blank	Empty inputs stay empty. Genuine zero amounts must be entered as numeric zero.
23	Formats	Excel calculates. Word and PDF totals are manual. Save and read the final document.
24	Limits	Twenty work lines. Per-line absolute money limit 1000000000.00. Other amount limits are shown in the arithmetic panel.
25	Protection	Formulas and lists are locked without a password. Protection prevents accidental edits, not tampering.
26	Compatibility	No macros, dynamic arrays, external connections or array-entry formulas. Recalculate your own cases in the spreadsheet application you use before relying on a result.
27	Dates allowed	Whole dates from 1 January 2000 to 31 December 2100. These are file-design limits, not legal time limits.
28	Sources read	Sources read 6 November 2026. Renzo Demartini, Chartered Accountant (CA ANZ). Drafted with AI, reviewed and spot-checked by me.

Row	Topic	Instruction
29	General information	General information only, not tax agent or legal advice. Check your state or territory's current Act and your contract. Ask a construction lawyer about eligibility, required wording, service, response dates and payment dates. Get advice for a dispute. Ask an accountant about GST.
30	NSW and Queensland	New South Wales: Building and Construction Industry Security of Payment Act 1999, https://legislation.nsw.gov.au/view/html/inforce/current/act-1999-046 (Official NSW legislation site, linked for reference. Nothing from it is quoted here). Queensland: Building Industry Fairness (Security of Payment) Act 2017, https://www.legislation.qld.gov.au/view/html/inforce/current/act-2017-043 (Current version: 28 April 2026).
31	Victoria and WA	Victoria: Building and Construction Industry Security of Payment Act 2002, https://www.legislation.vic.gov.au/in-force/acts/building-and-construction-industry-security-payment-act-2002 (Version 015, in force from 24 June 2026). Western Australia: Building and Construction Industry (Security of Payment) Act 2021, https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a147300_currencies.html (Version 00-f0-00, current from 21 October 2026).
32	SA and Tasmania	South Australia: Building and Construction Industry Security of Payment Act 2009, https://www.legislation.sa.gov.au/lz?path=%2FC%2FA%2FBUILDING%20AND%20CONSTRUCTION%20INDUSTRY%20SECURITY%20OF%20PAYMENT%20ACT%202009 (Current authorised edition). Tasmania: Building and Construction Industry Security of Payment Act 2009, https://www.legislation.tas.gov.au/view/whole/html/current/act-2009-086 (Authorised version: 14 July 2025).
33	ACT and NT	ACT: Building and Construction Industry (Security of Payment) Act 2009, https://www.legislation.act.gov.au/a/2009-50/ (R14 (current), 6 December 2025). Northern Territory: Construction Contracts (Security of Payments) Act 2004, https://legislation.nt.gov.au/Legislation/CONSTRUCTION-CONTRACTS-SECURITY-OF-PAYMENTS-ACT-2004 (In force).
34	GST source	ATO, Fast facts, last modified 2 July 2025: https://smallbusiness.taxsuperandyou.gov.au/goods-and-services-tax/fast-facts . Quote: "calculate 10% of this amount".
35	No automatic actions	The files do not send, post, pay, sign, certify, determine a deadline or update accounting software.