



Monthly Claim Checklist

Run this every month · Construct Only Contract, clause 26

CLAIM

25th of the month

SBR CERTIFIES

within 10 business days

THEN INVOICE

certified amount only

PAID

~30 days after invoice

A · Before you claim all must be true, or the claim is invalid

- ☐ Bank guarantees lodged & current
- ☐ Statutory declaration signed (subbies & wages paid), dated on/after claim date
- ☐ Insurances current — evidence ready
- ☐ Work plan updated (if requested)
- ☐ Only installed work included — no off-site materials unless agreed + BG posted

B · Build the claim

- ☐ Value of work done — cumulative & since last claim
- ☐ Variations included
- ☐ Amounts previously paid deducted
- ☐ Cost-to-complete estimate
- ☐ Program status + payment register + financial statement
- ☐ Pro-forma invoice attached · **PO 182113** referenced
- ☐ Breakdown in the format agreed with John Stephens

C · Submit & follow up

- ☐ Lodge with SBR by the **25th**
- ☐ Payment certificate received (within 10 business days)
- ☐ Tax invoice issued for the **certified** amount
- ☐ Payment received (~30 days after month-end of invoice)

Claim register

tick each stage as it completes

CLAIM	VALUE / %	SUBMITTED	CERTIFIED	INVOICED	PAID
July 2026	30% claim	☐	☐	☐	☐
August 2026	progress	☐	☐	☐	☐
September 2026	progress	☐	☐	☐	☐
October 2026	progress	☐	☐	☐	☐

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