



Progress Claim No. _____

FORM 3

PROGRESS CLAIM

(Condition 16 and 17 of the General Conditions of BSA New Home Construction Contract)

Note to Contractor: This blank form may be copied for multiple use. Give Form 4 to Owner with this form.

To: (Owner/s) _____
(insert name and address of Owner/s)

From: (Contractor) _____

Regarding construction at: _____
(insert Site address)

The Contractor certifies that the Works have reached the:

<input type="checkbox"/> Base Stage	<input type="checkbox"/> Frame Stage
<input type="checkbox"/> Enclosed Stage	<input type="checkbox"/> Fixing Stage
<input type="checkbox"/> Practical Completion	<input type="checkbox"/> _____ Stage*

*This box can only be ticked if this progress payment stage has been set out in Schedule Item 10.

The Contractor claims payment for:

1. The completion of Works to the Stage indicated above in the amount of: \$ _____

(insert the amount in words and figures)

NOTE: The percentage of the Total Price that can be claimed is set out at Item 10 of the Contract Schedule.

2. The following Prime Cost Items in the following amounts: (Delete this section if this claim does not include Prime Cost Items)

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

(insert description of Prime Cost Item/s)

NOTE: The Contractor must attach to this progress claim any invoice, receipt or other document showing the cost of any Prime Cost Item.

3. The following Provisional Sums in the following amounts: (Delete this section if this claim does not include Provisional Sums)

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

(insert description of Provisional Sum Item/s)

NOTE: The Contractor must attach to this progress claim any invoice, receipt or other document showing the cost of any provisional sum.

4. The following variations:

- _____ as set out in BSA Form 5 - Variation Document dated: / / \$ _____
- _____ as set out in BSA Form 5 - Variation Document dated: / / \$ _____
- _____ as set out in BSA Form 5 - Variation Document dated: / / \$ _____

(insert description of variation/s)

(insert Variation Document date)

(insert amount of increase or decrease for variation)

TOTAL AMOUNT OF THIS PROGRESS CLAIM:

(add amounts at 1, 2, 3 and 4 and deduct any amounts at 4 for decrease)

\$ _____ (incl. GST)

Signed by the Contractor/Contractor's Representative: _____ DATED:/...../.....
(day) (month) (year)

NOTE TO CONTRACTOR: Where claim is for Practical Completion Stage, you must attach a Defects Document in BSA Form 6.

NOTE TO OWNER: Except for the Practical Completion Stage, you must pay the amount claimed by the Contractor or any part of it with which you agree within 5 business days of receipt of this progress claim. If you dispute all or part of the Contractor's progress claim, you must, within 5 business days of receiving this progress claim, give the Contractor a BSA Form 4 – Notice of Dispute of Progress Claim or similar written notice stating that you dispute all or part of the progress claim and your reasons for doing so. For the Practical Completion Stage you must pay the Contractor immediately upon execution of BSA Form 7 – Certificate of Practical Completion.

When form completed, Contractor to retain original and give 2 legible copies to Owner.