[Your company name]

Interim Payment Application

Gross valuation, retention and previous payments for the period

Project	
Contract	
Application number	
Valuation date	
Payment due date	

Ref	Package or element	Contract value	% complete	Value to date	Previous value	This period

	Measured work			**0.00**		
	Agreed variations					
	Materials on site					
	Materials off site					
	Gross valuation			**0.00**		
	Retention %					
	Less retention			**0.00**		
	Net valuation			**0.00**		
	Less previously certified					
	Amount due this application			**0.00**		

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.

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How to use this application

Enter the contract value and percentage complete for each package. Value to date and this period calculate automatically.

Add agreed variations and materials, then the retention percentage from your contract.

Submit on or before the date in your contract and keep a copy of the supporting measurement.

If the payer intends to pay less, they must issue a pay less notice in time.

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