[Your company name and logo]

Payment Notice

Notice of the sum considered due at the payment due date

To (payee)		**From (payer)**	
Project		**Contract**	
Application or valuation ref		**Payment due date**	
Final date for payment		**Date of this notice**	

We give notice of the sum we consider to be due at the payment due date and the basis on which it is calculated.

Gross valuation of work done	
Materials on and off site	
Variations and change	
Less retention	
Less previously certified or paid	
Other adjustments (describe)	
Sum considered due	
Basis of calculation (attach breakdown)	

Sign off

Role	Name	Signature	Date
Payer			

[Your company name and logo]

Pay Less Notice

Notice of intention to pay less than the notified sum

To (payee)		**From (payer)**	
Project		**Contract**	
Notified sum (from payment notice or application)		**Final date for payment**	
Latest date for this notice		**Date of this notice**	

We give notice that we intend to pay less than the notified sum.

Notified sum	
Sum we consider to be due	
Difference	
Basis on which the sum is calculated	
Reasons and supporting documents	

This notice must be given no later than the prescribed period before the final date for payment set out in the contract or, where the contract is silent, the Scheme for Construction Contracts.

Sign off

Role	Name	Signature	Date
Payer			

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