[Insert date]

|  |  |
| --- | --- |
| To: | Administrator |

|  |
| --- |
| Dear [Mr/Sir/Miss/Ms, etc.] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Final Payment Claim |

Under Clause 42.7 of the *General Conditions of Contract*, I hereby submit my Final Payment Claim for the sum of (1) $ [type here], being all monies, I consider due from the Principal under or arising out of the Contract, or any alleged breach thereof, details of which are attached (2).

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Insert amount of Final Payment Claim. Note that Clause 46.1 will also apply to claims for breach, Separate Clause 46.1 prescribed notices should be given for these claims. 2. Attach appropriate details. Checklist of items in SL130A should be considered.   Note:  This claim must be submitted within 20 Business Days of the expiration of the last of the Defects Liability Period(s), otherwise any final claim may be barred. |