

SITE SAMURAI

PAY LESS NOTICE

Warning: Housing Grants, Construction and Regeneration Act 1996 (as amended)

This notice must be served at least 7 days before the final date for payment (or as specified in your contract). Failure to serve a valid Pay Less Notice by the prescribed date means the full notified sum becomes payable.

NOTICE DETAILS

Pay Less Notice Reference:

Date of Notice (dd/mm/yyyy):

Original Payment Notice Ref:

Application Reference:

CONTRACT DETAILS

Project Name:

Contract Reference:

Contractor:

Employer/Client:

KEY DATES

Final Date for Payment:

Last Date to Serve Notice:

Date Notice Served:

SUM NOTIFIED vs SUM TO BE PAID

Description	Amount
Original Notified Sum (from Payment Notice)	£
Less: Deductions (see schedule below)	£
SUM TO BE PAID	£

SCHEDULE OF DEDUCTIONS

Item	Description / Reason	Amount
1		£
2		£
3		£
4		£
5		£
TOTAL DEDUCTIONS		£

BASIS OF CALCULATION FOR DEDUCTIONS

Signed:

Name: _____

Position: _____

Date: ____/____/____

For and on behalf of:

Name: _____

Position: _____

Date: ____/____/____

Legal requirements

Under Section 111 of the Construction Act, if you intend to pay less than the notified sum, you must give notice specifying (a) the sum you consider to be due on the date the notice is served, and (b) the basis on which that sum is calculated. This notice must be given not later than the prescribed period before the final date for payment.