

SITE SAMURAI

WORKED EXAMPLE — PAY LESS NOTICE

Sample completed notice for reference only

Reference example

Use this as a worked example only. Always check your contract for the prescribed notice period and service method.

NOTICE DETAILS

Pay Less Notice Reference: PLN-2026-001
Date of Notice: 26/03/2026
Original Payment Notice Ref: PN-2026-003
Application Reference: APP-03

CONTRACT DETAILS

Project Name: Riverside Court Extension
Contract Reference: RCX-2026-014
Contractor: ABC Construction Ltd
Employer/Client: Riverside Developments Ltd

SUM NOTIFIED vs SUM TO BE PAID

Description	Amount
Original Notified Sum (from Payment Notice)	£85,000
Less: Deductions (see schedule below)	£13,000
SUM TO BE PAID	£72,000

SCHEDULE OF DEDUCTIONS

Item	Description / Reason	Amount
1	Defective render cracking on east elevation per clause 4.1.2	£8,000
2	Back charge for skip hire not cleared per site rules	£500
3	Liquidated damages — 2 weeks delay at £2,250/week	£4,500

Timing reminder

A Pay Less Notice must be served no later than the prescribed period before the final date for payment. If you miss the deadline, the full notified sum becomes payable.