

# SITE SAMURAI

## WORKED EXAMPLE — PAYMENT NOTICE

Sample completed notice for reference only

### Reference example

Use this only as an illustration of how the blank template can be completed. Check your contract terms before issue.

### NOTICE DETAILS

Notice Reference: PN-2026-003  
Date of Notice: 26/03/2026  
Application Reference: APP-03  
Payment Period No: 3

### CONTRACT DETAILS

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

### KEY DATES

**Valuation Date: 24/03/2026**  
**Due Date: 31/03/2026**  
**Final Date for Payment: 14/04/2026**

### PAYMENT CALCULATION

Description	Amount
Gross Valuation to Date	£250,000
Less: Previous Certified Amount	£165,000
Gross Amount This Application	£85,000
Less: Retention @ 5%	£4,250
Less: Contra Charges / Deductions	£0
Less: CIS Deduction @ 0% (Gross Status)	£0

**NET AMOUNT DUE**

**£80,750**

### BASIS OF CALCULATION

Gross valuation to date: £250,000  
Less previous certified amount: £165,000  
This application: £85,000  
Less retention (5%): £4,250  
Net amount due: £80,750