Company Details: Contract Number:

Project Name: Contract Amount:

Project Number: Progress Claim Amount:

 Progress Claim #:

Project Client:

Client Contact Person:

RE: Progress Claim

*Provide a progress claim summary outlining the progress claim amount and percentage completion of the project. Reference to the supporting documents that will be provided with this claim cover letter.*

Contractor Authorisation & Stamp

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_