

[Your logo]

[Your firm]

[Address]

CONSULTANT PROGRESS CLAIM

Claim 4, August 2026

Date	31 August 2026
Principal	[Principal]
Attention	The Directors
Project	[Project name], [Project address]
Claim no.	4
Contract	N/A

Total value claimed to date	410,560.00
Of which, pending PM approval	–
Value of work approved to date	410,560.00
Less previously claimed	345,859.00
Current progress payment	64,701.00
Plus GST at 15%	9,705.15
Total current payment due	\$ 74,406.15

Amounts in NZD. The claim schedule is exclusive of GST.

[PM firm name]
[Director name], Director

Date

Claim 4 · 31 August 2026 · [Project name], [Project address]

Item	Fee	% complete	Cost remaining	Claimed to date	Less previous	This claim	Notes
Consultant A Civil engineering services · proposal received 31 August 2026							
Geotechnical liaison & concept structural design	28,600.00	100.0%	–	28,600.00	28,600.00	–	
Developed design & resource consent support	41,800.00	100.0%	–	41,800.00	41,800.00	–	
Detailed design & building consent documentation	72,000.00	68.3%	22,800.00	49,200.00	27,600.00	21,600.00	
Construction observation, inspections & PS4	44,000.00	–	44,000.00	–	–	–	
OUT OF SCOPE							
Geotechnical peer review coordination				1,850.00	1,850.00	–	Hourly, per clause 4.2
Retaining wall redesign to revised boundary				3,960.00	–	3,960.00	Hourly, per clause 4.2
ADDITIONAL FEES							
Developed design & resource consent support				23,540.00	23,540.00	–	Additional fee, approved by the PM
DISBURSEMENTS							
Disbursements				697.00	645.00	52.00	
Total, Consultant A	186,400.00	64.2%	66,800.00	149,647.00	124,035.00	25,612.00	
Consultant B Architectural services · proposal received 31 August 2026							
Preliminary & concept design	59,700.00	100.0%	–	59,700.00	59,700.00	–	
Developed design	79,600.00	100.0%	–	79,600.00	79,600.00	–	
Resource consent documentation & lodgement	47,760.00	100.0%	–	47,760.00	47,760.00	–	
Detailed design & building consent documentation	139,300.00	35.0%	90,545.00	48,755.00	13,930.00	34,825.00	
Tender, contract administration & observation	71,640.00	–	71,640.00	–	–	–	
Total, Consultant B	398,000.00	59.3%	162,185.00	235,815.00	200,990.00	34,825.00	
Sundry costs Consultant C · no proposal held, claimed at invoice value							
Topographical survey & site datum				7,200.00	7,200.00	–	
Boundary re-establishment & title investigation				4,300.00	4,300.00	–	
RC scheme plan & area schedules				5,600.00	5,600.00	–	
Construction set-out (staged)				7,700.00	3,500.00	4,200.00	
As-built & unit title survey (LT plan)				–	–	–	
Disbursements				298.00	234.00	64.00	
Total, sundry costs				25,098.00	20,834.00	4,264.00	
Claim totals							
Consultant fees				385,462.00	325,025.00	60,437.00	
Sundry costs				25,098.00	20,834.00	4,264.00	
Total this claim				410,560.00	345,859.00	64,701.00	

All amounts are in NZD and exclusive of GST.

Invoice no.	Invoice date	Company	Description	Excl. GST	GST	Incl. GST	Payment due	Note
INV XXX	31/08/2026	Consultant A	Civil engineering services	25,612.00	3,841.80	29,453.80	18/09/2026	Includes an additional fee approved by the PM
INV XXX	31/08/2026	Consultant B	Architectural services	34,825.00	5,223.75	40,048.75	20/09/2026	
INV XXX	03/09/2026	Consultant C	Surveying services	4,264.00	639.60	4,903.60	20/10/2026	
Total				64,701.00	9,705.15	74,406.15		

Authorised by Project Director

[Director name], Director

Date