



FINAL BACKCHARGE COST NOTICE

Debit Statement

For Main Contractor to Subcontractor

1	SENDER INFORMATION	2	RECIPIENT INFORMATION
Company Name _____		Subcontractor Name _____	
Address _____		Attention _____	
Contact Person _____		Email / Phone _____	
Email / Phone _____		Subcontract No. _____	

3	PROJECT INFORMATION	4	NOTICE INFORMATION
Project Name _____		Notice Reference _____	
Project No. _____		Date Issued _____	
Site Location _____		Subject _____	
Work Package _____			

5	DESCRIPTION OF EVENT
<i>Describe the corrective work, damage, resource use, or subcontractor default.</i>	

6	WORK PERFORMED OR RESOURCES PROVIDED

7	COST BREAKDOWN					
Date	Category	Description	Quantity	Unit	Rate	Amount

8	PROPOSED PAYMENT TREATMENT	9	SUPPORTING RECORDS
Related IPC _____		☐ Timesheets ☐ Purchase Order	
Proposed Deduction _____		☐ Invoices ☐ Plant Records	
Remaining Balance _____		☐ Photographs ☐ Daily Reports	
Status _____			

10	SUBCONTRACTOR RESPONSE

11	AUTHORIZATION
Issued By _____ Signature _____ Date _____	

FORMAL COST NOTICE
Further to the related notice or instruction, we have incurred additional costs in completing, correcting, or arranging the affected work. The amount stated in this notice is supported by the attached records and may be charged to the Subcontractor in accordance with the Subcontract and applicable payment procedure.

Template to be adapted to the executed Subcontract and project payment procedure.