



MODEL CERTIFICATES AND OTHER FORMS
for use with
JCLI LANDSCAPE MAINTENANCE WORKS CONTRACT 2017
(JCLI LMWC 2017)

April 2017

1 INTRODUCTION

The model forms and guidance in this document are also appropriate for the Scottish Landscape Maintenance Works Agreement 2017 (JCLI SLMWA 2017).

This document includes model forms with guidance notes to assist Landscape Architects/Contract Administrators in producing the documents the Landscape Architect/Contract Administrator is required to produce by the JCLI Landscape Maintenance Works Contract 2017 Edition on their own forms. In the interests of standardisation Landscape Architects/Contract Administrators should use the basic layout and format of the model forms.

Care has been taken in preparing this document but it should not be treated as a definitive legal interpretation or commentary. Users are reminded that the effect in law of the provisions of the Landscape Maintenance Works Contract 2017 Edition is, in the event of a dispute as to that effect, a matter for decision in adjudication, arbitration or litigation.

The 2017 editions of the JCLI Contracts introduce a few modifications to the payment procedures which affect payment certificates and pay less notices and these revisions are underlined in the text below. Additionally, the 2012 editions of the JCLI Contracts changed the procedures associated with payment of the Contractor considerably and resulted in revisions to previous guidance and payment certificates as well as additional forms. These changes resulted from the Local Democracy, Economic Development and Construction Act 2009 (LDEDCA), the Construction part of which came into force on 1 October 2011 and amends the Construction part of the Housing Grants Construction and Regeneration Act 1996 (HGCRA). The 2012 revisions were explained in JCLI Practice Note No 9 Revision 1 (June 2012).

Landscape Architects/Contract Administrator should note that contract administration associated with valuations, certificates and pay less notices is much easier if they are rigorous about:

- always issuing payment certificates on time (even if £0), i.e. within 5 days of the due date for each (to avoid contractor's notices and associated complications);

- if a contra-charge (or other type of deduction not made on certificates) is required then always issuing the pay less notice with the certificate on the due date for the certificate, not within 5 days and 9 days respectively (to avoid revaluation for the pay less notice and subsequent complications);
- ensuring the amount certified on any Annual Certificate is not negative (to avoid the contractor issuing a pay less notice against it and to avoid issuing a pay less notice in the subsequent year to recover it, or recover it as a debt after the last Annual Certificate) and ensuring all deductions are included on the Annual Certificate (to avoid the possibility of a negative pay less notice).

The periods of days stated in JCLI LWC and LWCD and below include weekends (but exclude public holidays).

2 GUIDANCE NOTES ON MODEL FORMS

A General

- A1 "Contract dated": in some situations it will be more appropriate to use "Letter of Acceptance dated"
- A2 Distribution: modify list as appropriate for particular project or even for particular document.
- A3 Add information as necessary, e.g. Employer's project reference number...
- A4 If appropriate, revise "we" to "I"
- A5 In order for the sums to work easily on all forms and in accordance with standard practice, any annual contingency sum (or appropriate proportion of the total contingency sum) should be omitted on the first instruction in each year.
- A6 Use either "Landscape Architect" or "Contract Administrator" as appropriate.
- A7 Delete the red statement on each model form before use.

B Landscape Architect's/Contract Administrator's Instruction (except for the removal of the CDM Co-ordinator from the distribution, this form is the same as the 2012 version).

- B1 Add "Approximate" before "Value of previous instructions", "Value of this instruction" and "Adjusted Annual Sum" if exact values are not known (particularly where a quantity surveyor is involved).
- B2 Serial No: Instructions should be worded to only apply to one annual account period and the numbering should indicate the account period, e.g. YR1/No, i.e. YR1/01, YR1/02, YR1/03, ..., YR2/01, YR2/02....
- B3 Where the contract sum is a lump sum divided as stated in Article 2 the "Amount of Annual Sum" should include any applicable inflation adjustment.
- B4 The "Value of previous instructions" should only include instructions for the current annual account period.

C Periodic Payment Certificate

- C1 Due dates for periodic payments are regular on the same date of the month as commencement, whether monthly or quarterly (or otherwise as stated in the Contract Particulars against clause 4.2.1), and if that date in any particular month does not exist (e.g. 31st) then the last day of that month (typically 30th except in February); as stated in clause 4.2.1.
- C2 Certificates must be issued within 5 days of the due date for payment. A certificate must be issued even if the amount due is £0. Any certificate issued late will be invalid (unless agreed otherwise by the Contractor and Employer). The final date for payment is 14 days after the due date.
- C3 **If the Employer wishes to deduct anything from the amount certified** (e.g. a 'contra-charge' for damage caused by the Contractor but repaired by others) a pay less notice must be issued by the Landscape Architect/Contract Administrator at least 5 days before the final date for payment in accordance with clause 4.3.4. Only include such deductions on a pay less notice after receiving written authorisation from the Employer for each individual deduction with the reason for each individual deduction. The amount due on the pay less notice must be the amount due at the date of the notice rather than at the due date. The need to revalue the work done at the date of the pay less notice can be avoided if the certificate and pay less notice are both issued on the due date, but the pay less notice must not be issued before the certificate. A pay less notice could therefore actually be a 'pay more' notice. The model Pay Less Notice (Type M1) is appropriate for this situation, see section D below.
- C4 **If any certificate is not issued on time** the Contractor can issue a notice under clause 4.3.2 stating how much was due at the due date calculated in accordance with clauses 4.2.1.1 and 4.2.1.2. The Contractor's notice can be issued at any time after the certificate should have been issued. The final date for payment is extended by the number of days between the end of the 5 day period during which the certificate should have been issued and the date of the Contractor's notice. Hence, unless the 14 day period between the due date and the final date for payment has been revised in the particular project contract, payment of the Contractor's notice is due 9 days after the date of the notice but a pay less notice can be issued within 4 days of the Contractor's notice. The model Pay Less Notice (Type M1) is appropriate for this situation, see section D below. If an interim certificate is not issued on time, issuing certificates for payment cannot recommence until a Contractor's notice is issued by the Contractor unless the Contractor and Employer agree otherwise.
- C5 Serial No: numbering should reflect the annual account period, e.g. YR1/01 to YR1/12, YR2/01 etc.
- C6 The amended HGCRA requires certificates to state the basis of the calculation of the amount due. The valuation of work properly executed calculated in accordance with clause 4.2.1.1 should be issued with the certificate. The 2017 edition of the JCLI LMWC requires certificates to detail all adjustments, which include amounts under clauses 3.6 (variations), 3.7 (provisional sums), 4.6 (suspension), 4.9 (inflation) and 4.10 (fluctuations). This is accommodated on the model certificate by reference to an attachment where each adjustment should be listed (e.g. a valuation document). If Option A in Article 2 applies and the annual sum includes any provisional sums (e.g. contingency) deduct the provisional sums before apportioning the annual sum, unless the provisional sums have been omitted on instructions applicable to that year.

C7 If there are any deductions under the 4 sub-clauses of clause 4.2.2, items under each sub-clause should be detailed individually on an attached document, as indicated on the model certificate.

C8 “This is not a Tax Invoice” should always be included.

D Pay Less Notice (Type M1)

D1 Pay less notices are issued by the Landscape Architect/Contract Administrator on behalf of the Employer, only if the Employer wishes to deduct something from the amount due on a payment certificate or on a Contractor’s notice, or to reduce the amount the Contractor claims on a Contractor’s notice. The amended HGCRA requires pay less notices to state the basis of the calculation of the amount due at the date of the notice. The 2017 edition of the JCLI LMWC requires certificates to detail all ‘adjustments’, but this is not a requirement for pay less notices in the contract. However, since pay less notices concern the amount due (not the amount withheld) it is logical that they should also detail the adjustments. This is accommodated on the model pay less notice by reference to an attachment where each adjustment should be listed (e.g. a valuation document). If there is no revaluation then the adjustments will be the same as on the certificate against which the pay less notice is issued and hence the adjustments could be detailed by reference to the adjustments on the certificate. See also C3 and C4 above.

D2 **Pay Less Notice (Type M1) is a pay less notice either against a Periodic Certificate, or against a Contractor’s payment notice issued because a Periodic Certificate has not been issued on time.** See clause 4.3.4. It can be used to deduct both items which are not deducted on certificates, e.g. contra-charges, and also items normally deducted on certificates (e.g. liquidated damages) as well as to reduce the amount on a Contractor’s payment notice. Only include contra-charges or similar deductions on a pay less notice after receiving written authorisation from the Employer for each individual deduction with the reason for each individual deduction.

D3 Pay less notices are for the amount due at the date of the notice and this means that there will be a difference between the Valuation for the pay less notice (at the date of the notice) and the Valuation on the certificate or on the Contractor’s notice (at the due date in both cases). **To avoid revaluing for a pay less notice against a certificate issue both the pay less notice and the certificate on the due date for payment** (but the notice must not be issued before the certificate). Issuing the certificate and notice together is also more likely to avoid the situation where the Employer receives invoices from the Contractor for both the certified amount and the pay less notice amount. A valuation at the date of the pay less notice against a Contractor’s notice cannot be avoided.

D4 Any revaluation for a pay less notice issued at the beginning of, or after the end of, an annual account period against a certificate or Contractor’s payment notice applicable to that annual account period **must not** include any work undertaken during the previous, or subsequent, annual account period (see clauses 4.2.2 and 4.2.3).

- D5 **Note that the amount on the pay less notice is paid by the Employer instead of the amount certified on the certificate which the pay less notice is issued against, or the amount on the Contractor's notice which the pay less notice is issued against. When issuing the documents advise the Contractor which to invoice and the Employer which to pay.**
- D6 Delete one of the "either" "or" statements (four times) as appropriate for the circumstance and delete the red "either" and "or" (both four times).
- D8 Delete the contra-charge item if it isn't applicable. Insert £0 for other items if appropriate rather than deleting the item. Details of each individual deduction under each of the 'Less' items should be detailed on the attached document. If the pay less notice is against a Periodic Certificate any deductions under clause 3.5 which were on the certificate should also appear on the pay less notice.
- D9 In some circumstances it will be necessary to deduct other items in order to adjust the amount to be paid to the amount that is actually due. For example if two consecutive certificates have not been issued on time and a pay less notice was not issued against the first Contractor's notice then the pay less notice against the second Contractor's notice must deduct the amount on the first Contractor's notice (which the Employer should have already paid). Always calculate exactly how much is due to the Contractor and ensure the pay less notice is for that amount.
- D10 Additionally, when calculating the amount due on the next Periodic Certificate always check that the amount certified is exactly what is due (e.g. that an individual deduction for liquidated damages has not been deducted twice).
- D11 The first item on the form "Value of work executed since the last periodic certificate" equals the value deducted on the next periodic certificate under clause 4.2.1.2.3
- D12 "This is not a Tax Invoice" should always be included.

E Annual Certificate

- E1 The due date for the final certificate for the annual account period (the 'Annual Certificate') is 28 days after the date the necessary documentation to compute it is received from the Contractor. The Annual Certificate has to be issued within 5 days of the due date. A certificate must be issued even if the amount due is £0. A certificate issued late will be invalid (unless agreed otherwise by the Contractor and Employer). The final date for payment is 14 days after the due date. The Annual Certificate must only include items relevant to the account period. See clauses 4.4.1, 4.4.2 and 4.4.3
- E2 **If the payer wishes to deduct anything from the amount certified** (e.g. a contra-charge if the payer is the Employer) a pay less notice must be issued at least 5 days before the final date for payment (see clause 4.4.4). The revaluation problem identified in C3 above will not be an issue with a pay less notice against an Annual Certificate but it is preferable if the pay less notice is issued at the same time as the certificate (but the notice must not be issued before the certificate). The model Pay Less Notice (Type M2) is appropriate for this situation, see section F below.

- E3 **If the certificate is not issued on time** the Contractor can issue a notice under clause 4.4.5.1 at any time after the certificate should have been issued stating how much is due. The final date for payment is extended by the number of days between the end of the 5 day period during which the certificate should have been issued and the date of the Contractor's notice. Hence, unless the 14 day period between the due date and the final date for payment has been revised in the particular project contract, payment of the Contractor's notice is due 9 days after the date of the notice but a pay less notice can be issued within 4 days of the Contractor's notice (see clauses 4.4.5.2 and 4.4.5.3). The model Pay Less Notice (Type M3) is appropriate for this situation.
- E4 The amended HGCRA requires certificates to state the basis of the calculation of the amount due. The 2017 edition of the JCLI LMWC requires certificates to detail all adjustments, which include amounts under clauses 3.6 (variations), 3.7 (provisional sums), 4.6 (suspension), 4.9 (inflation), 4.10 (fluctuations) and, for Annual Certificates, 4.8 (bonus). This is accommodated on the model certificate by reference to an attachment where each adjustment should be listed (e.g. an Annual Account document). Details of each individual deduction under each of the 'Less' items should also be detailed on the attached document.
- E5 The breakdown of the total amount due for the account period should be stated on an 'Annual Account' prepared by the Contract Administrator and if possible agreed by the Contractor. That total amount due less the amounts due to the Contractor under clause 4.4.2.3.3 will be the amount due on the Annual Certificate. If Option A in Article 2 applies and the annual sum includes any provisional sums (e.g. contingency) deduct the provisional sums, unless the provisional sums have been omitted on instructions applicable to that year.
- E6 Delete bonus item if clause 4.8 does not apply and delete the liquidated damages item if there is no Schedule of Liquidated Damages.
- E7 The amount due on an Annual Certificate might be negative in which case the Contractor must pay the Employer but the Contractor may issue a pay less notice under clause 4.4.4. If the amount due is negative revise the last statement on the model certificate by reversing the locations of "Employer" and "Contractor".
- E8 "This is not a Tax Invoice" should always be included.

F Pay Less Notice (Type M2)

- F1 Pay less notices are issued by the Landscape Architect/Contract Administrator on behalf of the Employer, only if the Employer wishes to deduct something from the amount due on a payment certificate or on a Contractor's notice, or to reduce the amount the Contractor claims on a Contractor's notice. The amended HGCRA requires pay less notices to state the basis of the calculation of the amount due. See also C3 and C4 above.
- F2 **Pay Less Notice (Type M2) is a pay less notice against an Annual Certificate and can be used to deduct both items which are not deducted on certificates (e.g. contra-charges) and also items normally deducted on certificates (e.g. liquidated damages).** See clause 4.4.4. Only include contra-charges or similar deductions on a pay less notice after receiving written authorisation from the Employer for each individual deduction with the reason for each individual deduction.

- F3 Any revaluation for a pay less notice issued after the end of an annual account period against the Annual Certificate applicable to that annual account period **must not** include any work undertaken during the subsequent annual account period. Additionally, any revaluation may require revision of the model form so that the calculation resembles that on an Annual Certificate, including details of all adjustments and deductions, see E5 above.
- F4 **Note that the amount on the pay less notice is paid by the Employer instead of the amount certified on the certificate which the pay less notice is issued against. Advise the Contractor which to invoice and the Employer which to pay when issuing the documents.** However the amount due on the notice might be negative in which case the Contractor will owe the Employer the amount on the notice. If it is negative, reverse the locations of “Employer” and “Contractor” in the last statement on the model notice.
- F5 Complete details of the contra-charge and ‘anything else’ items and delete either item if it is not applicable. Details of each individual deduction under each of the ‘Less’ items should be detailed on the attached document.
- F6 The ‘Less other sums deducted on pay less notices ...’ item should not include liquidated damages or clause 3.5 deductions in order to avoid deducting them twice.
- F7 “This is not a Tax Invoice” should always be included.

G Pay Less Notice (Type M3)

- G1 Pay less notices are issued by the Landscape Architect/Contract Administrator on behalf of the Employer, only if the Employer wishes to deduct something from the amount due on a payment certificate or on a Contractor’s notice, or to reduce the amount the Contractor claims on a Contractor’s notice. The amended HGCRA requires pay less notices to state the basis of the calculation of the amount due. See also C3 and C4 above..
- G2 **Pay Less Notice (Type M3) is a pay less notice against a Contractor’s payment notice issued if an Annual Certificate has not been issued on time and can be used to deduct both items which are not deducted on certificates (e.g. contra-charges) and also items normally deducted on certificates (e.g. liquidated damages), as well as to reduce the amount on the Contractor’s payment notice.** See clause 4.4.5.3. Only include contra-charges or similar deductions on a pay less notice after receiving written authorisation from the Employer for each individual deduction with the reason for each individual deduction.
- G3 Any revaluation for a pay less notice issued after the end of an annual account period against a Contractor’s payment notice applicable to that annual account period **must not** include any work undertaken during the subsequent annual account period.
- G4 **Note that the amount on the pay less notice is paid by the Employer instead of the amount certified on the Contractor’s payment notice which the pay less notice is issued against. Advise the Contractor which to invoice and the Employer which to pay when issuing the documents.** However the amount due on the notice might be negative in which case the Contractor will owe the Employer the amount on the notice. If it is negative,

reverse the locations of “Employer” and “Contractor” in the last statement on the model notice.

- G5 This type of pay less notice is calculated in the same way as an Annual Certificate and E4, E5 and E6 above apply to the calculation.
- G6 “This is not a Tax Invoice” should always be included.

This document is issued by the **JCLI Contracts Forum** comprising:

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Institute of Chartered Foresters
Landscape Institute
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COMPANY LETTERHEAD

**LANDSCAPE ARCHITECT'S/CONTRACT ADMINISTRATOR'S
INSTRUCTION**

Project:
Works: Landscape Maintenance
situated at:

Serial No: YR x / xx

Reference:

Employer:
address:

Issue date:

Contract dated:

Contractor:
address:

Sheet: of

Before using this form read the guidance in sections A+B of the Model Forms document.

Under the terms of the above Contract, we issue the following instructions:

Item No		£ omit	£ add

Signed: _____ Landscape Architect/Contract Administrator

Distribution:	Amount of Annual Sum (Year x)	£	
Employer ()	Value of previous instructions(Year x)	£	
Contractor ()		£	
Quantity Surveyor ()	Value of this instruction	£	
Project Manager ()	Adjusted Annual Sum (Year x)	£	
File ()			

COMPANY LETTERHEAD

PERIODIC PAYMENT CERTIFICATE

Project: _____ **Serial No:** YR x / xx
Works: Landscape Maintenance **Reference:** _____
situated at: _____ **Issue Date:** _____
Employer: _____ **Contract Dated:** _____
address: _____ **Valuation Dated:** _____
Contractor: _____ **Final Date for Payment:** _____
address: _____

Before using this certificate read the guidance in sections A+C of the Model Forms document.

Value of work properly executed between $xx/xx/xxxx$ and $yy/yy/yyyy$ as Condition 4.2.1.1 (including any adjustments under Conditions 3.6, 3.7, 4.6, 4.9 and 4.10 as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£	_____
Less liquidated damages since the last Periodic Certificate as Condition 4.2.1.2.1 (as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£	
Less any Valuations on Contractor's payment notices issued since the last Periodic Certificate, as varied by the Valuations on any pay less notices if issued against the Contractor's payment notices, as Condition 4.2.1.2.2 (as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£	
Less the difference between the Valuation on a pay less notice issued against the previous Periodic Certificate and the Valuation on that Periodic Certificate, as Condition 4.2.1.2.3 (as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£	
Less any deductions under Condition 3.5 not previously deducted, as Condition 4.2.1.2.4 (as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£	_____
Total deduct	£	_____
TOTAL	£	

We certify that under the terms of the above Contract the amount for payment by the Employer to the Contractor on this certificate is **xxxx thousand xxxx hundred and xxxx pounds and xxxx pence** (exclusive of VAT).

Signed _____ **Landscape Architect/Contract Administrator**

This is not a Tax Invoice

Distribution: Employer (), Contractor (), Quantity Surveyor (), Project Manager (), File ()

COMPANY LETTERHEAD

PAY LESS NOTICE (Type M1)

Project: Serial No: YRx/xx
Works: Landscape Maintenance Reference:
Situated at: Issue Date:
Employer: address: Contract Dated:
Contractor: address: Final Date for Payment:

This notice is only for use when issuing a pay less notice against a Periodic Certificate or a Contractor's payment notice issued because a Periodic Certificate was not issued on time. Before using this notice read the guidance in sections A+D of the Model Forms document.

Under the terms of the above Contract, we issue this pay less notice against **either** Periodic Certificate No YRx/xx **or** Contractor's payment notice No xx dated xx/xx/xxxx

Value of work executed during the period since the last periodic certificate (including any adjustments under Conditions 3.6, 3.7, 4.6, 4.9 and 4.10 as detailed on attached document dated xx/xx/xxxx ref: xxx)	£	_____
Less liquidated damages for that period in accordance with Condition 4.7 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£	
Less (list contra-charge(s) with details in attached document or delete item)	£	
Less any deductions under Condition 3.5 either not deducted prior to the last Periodic Certificate or not previously deducted; (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£	_____
Total deduct	£	_____

TOTAL AMOUNT DUE INSTEAD OF THE AMOUNT £
Either* CERTIFIED ON CERTIFICATE No YRx/xx *Or
ON CONTRACTOR'S PAYMENT NOTICE No xx dated xx/xx/xxxx

We give notice that under the terms of the above Contract the amount for payment by the Employer to the Contractor on this pay less notice instead of the amount **either** on Certificate No YRx/xx **or** on Contractor's notice No xx dated xx/xx/xxxx is **xxxx thousand xxxx hundred and xxxx pounds and xxxx pence** (exclusive of VAT).

Signed _____ Landscape Architect/Contract Administrator

This is not a Tax Invoice

Distribution: Employer (), Contractor (), Quantity Surveyor (), Project Manager (), File ()

COMPANY LETTERHEAD

ANNUAL CERTIFICATE

Project: **Serial No:** YR x / xx
Works: Landscape Maintenance
situated at: **Reference:**
Issue Date:
Employer: **Contract Dated:**
address: **Final Account Dated:**
Contractor: **Final Date for Payment:**
address:

Before using this certificate read the guidance in sections A+E of the Model Forms document.

Value of work executed during the account period $xx/xx/xxxx$ to $yy/yy/yyyy$ as Condition 4.4.2.1 (including any adjustments under Conditions 3.6, 3.7, 4.6, 4.9 and 4.10 as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£
$x\%$ bonus on the value of the work executed during the account period in accordance with Condition 4.8 (as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£
Total	£ _____
Less the total of liquidated damages applicable to the account period as Condition 4.4.2.3.1(as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£
Less the total of other sums deducted on pay less notices applicable to the account period as Condition 4.4.2.3.2 (as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£
Less the total of amounts due to the Contractor applicable to the account period as Condition 4.4.2.3.3 (as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£
Less the total of any deductions under Condition 3.5 applicable to the period as Condition 4.4.2.3.4 (as detailed on attached document dated $xx/xx/xxxx$ ref: xxx)	£
Total deduct	£ _____
TOTAL	£

We certify that under the terms of the above Contract the amount for payment by the Employer to the Contractor on this certificate is **xxxx thousand xxxx hundred and xxxx pounds and xxxx pence** (exclusive of VAT).

Signed _____ Landscape Architect/Contract Administrator

This is not a Tax Certificate

Distribution: Employer (), Contractor (), Quantity Surveyor (), Project Manager (), File ()

COMPANY LETTERHEAD

PAY LESS NOTICE (Type M3)

Project: _____ **Serial No:** YRx/xx
Works: Landscape Maintenance
Situated at: _____ **Reference:** _____
Employer: _____ **Issue Date:** _____
address: _____
Contract Dated: _____
Contractor: _____ **Final Date for Payment:** _____
address: _____

This notice is only for use when issuing a pay less notice against a Contractor's notice issued if an Annual Certificate has not been issued on time. Before using this notice read the guidance in sections A+G of the Model Forms document

Under the terms of the above Contract, we issue this pay less notice against Contractor's payment notice No xx dated xx/xx/xxxx.

Value of work executed during the account period xx/xx/xxxx to yy/yy/yyyy as Condition 4.4.2.1 (including any adjustments under Conditions 3.6, 3.7, 4.6, 4.9 and 4.10 as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
x% bonus on the value of the work executed during the account period in accordance with Condition 4.8 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
Total	£ _____
Less the total of liquidated damages applicable to the account period as Condition 4.4.2.3.1 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
Less the total of other sums deducted on pay less notices applicable to the account period as Condition 4.4.2.3.2 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
Less the total of amounts due to the Contractor applicable to the account period as Condition 4.4.2.3.3 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
Less the total of any deductions under Condition 3.5 applicable to the account period, as Condition 4.4.2.3.4 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
Total deduct	£ _____
TOTAL AMOUNT DUE INSTEAD OF THE AMOUNT ON CONTRACTOR'S PAYMENT NOTICE No xx dated xx/xx/xxxx	£

We give notice that under the terms of the above Contract the amount for payment by the Employer to the Contractor on this pay less notice instead of the amount on Contractor's payment notice No xx dated xx/xx/xxxx is **xxxx thousand xxx hundred and xxx pounds and xxx pence** (exclusive of VAT).

Signed _____ **Landscape Architect/Contract Administrator**

This is not a Tax Invoice
Distribution: Employer (), Contractor (), Quantity Surveyor (), Project Manager (), File ()