

YOUR DETAILS				
Your name(s):				
Organisation name:				
Organisation type:	Individual(s)	Partnership	Registered company	Other:
Address:				
Contact person(s) and details:				
THE CONTRACT				
Contract type:	Written	Oral	Combination written and oral	
I am / we are the:	Principal	Contractor	Subcontractor	Other:
Contract price:				
Amount in dispute:				
General description of the contract work:				
Date of agreement:				
First day on site:				
What were the payment terms?				
How much money has already been paid and when?				
Were any payment claims made under the CCA?	Yes – I / we issued payment claims to the other party <i>Number of payment claims:_____</i>	Yes – the other party issued payment claims to me / us <i>Number of payment claims:_____</i>	No	
Are any payment claims in dispute?	<i>Please detail:</i>			
Were any payment schedules made in response?	Yes – I / we issued payment schedules in response to the other party's payment claims	Yes – the other party issued payment schedules in response to my / our payment claims	No	
Are any payment schedules in dispute?	<i>Please detail:</i>			

OTHER CONTRACTING PARTY				
Name(s) of other party's representative:				
Organisation name:				
Is this party named in the written agreement?	Yes	No	N/A	
Organisation type:	Individual(s)	Partnership	Registered company	Other:
How did you communicate?	In person	Email		Other:
	Phone calls	Text		
Who was the primary contact?				
OTHER PARTIES				
Are you a subcontractor?	Yes		No	
	<i>Name of principal:</i> _____		Not applicable	
Are you a contractor who hired subcontractors?	Yes – <i>please detail:</i>		No	
			Not applicable	
Please name any other parties who were involved in the project (e.g. other contractors / subcontractors, principals / property owners) and why they are relevant:				
DOCUMENTS				
<i>Please tick each of the documents you possess in relation to the dispute and provide us with copies. The more information, correspondence and documentation you provide us, the better.</i>				
Written contract(s) or agreement(s)	Invoices			
Evidence of oral contractual terms (e.g. texts, emails)	Correspondence <i>relating to the dispute</i> (e.g. texts, emails, letters etc)			
Payment claims	Third-party contract(s) or agreement(s)			
Payment schedules	Third-party reports			
Variation claims	Third-party invoices			
Timesheets	Consent / RMA applications			
Any other documentation you think is relevant to the dispute – <i>please detail:</i>				

YOUR STORY

Please give us a **chronological** summary of your relationship with the other party, how the contract came about, and how the dispute arose. Provide us with as much detail and specificity as possible. You are welcome to provide us with this in a separate electronic document.

To assist us it is generally easiest to tell this as a chronological story.

For example: On [date] we met with the builder onsite to discuss our new house. On [date] the builder provided us a quotation. On [date] we signed the builder's contract etc.

badcocklaw