

We'd like to show you how to get paid.

Top tips to use the Construction Contracts Act to get paid



Make every invoice a payment claim.

- In writing
- Identify the construction contract.
- Identify the construction work
- Identify the 'claim period'
- State a claimed amount
- State the due date
- Indicate how the claimed amount was calculated
- State the payment claim is made under the Construction Contracts Act
- Include (or attach) a notice in a set form



Shorten your payment terms.

- Shortening your payment terms shortens the time period for a customer to dispute an invoice.
- Consider 7 or 14 day terms.



Document your terms.

- Including payment terms on an invoice is not enough..
- Have a contract, or include terms of trade with your quote.



Make your invoice and your terms match.

- Often businesses will tighten up payment terms on their invoice, but don't update their terms. Or, their terms will provide for payment in working days, but their invoice due date is calculated in normal days. Set up systems so these match.
- Make sure the customer's name on your terms/contract and your invoices match.
- Make sure the customer's invoice address is the address for service in your terms/contract.



Attach the CCA notice to each payment claim.

- This form changed in 2015 – are you using the latest form?.
- This must now be attached to all payment claims, not just residential claims.