

CLAIM — SEND TO THE DEBTOR

KD-PAY-LP-007 Rev A0

CHECK YOUR CONTRACT FIRST

1 SUPPLIER AND PURCHASER

TO (PURCHASER — OWES THE MONEY)

ADDRESS FOR NOTICES

CONTRACT / ORDER REF

PAYMENT CLAUSE NO.

DATE OF THIS DOCUMENT

2 THE CONTRACT CHECK — COMPLETE BEFORE YOU CLAIM

Advice was taken on the contract term — who and when, below

ADVICE FROM (NAME / DATE)

3 THE DEBTS CLAIMED

[illegible]

4 TOTALS

ITEM	HOW MADE UP	£
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£

LATE PAYMENT INTEREST AND COMPENSATION CLAIM

continued

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Statutory interest to the date of this claim	
Interest continuing on unpaid debts — per day	
Fixed sums (s.5A(2))	
Reasonable recovery costs above the fixed sums (s.5A(2A))	
TOTAL CLAIMED NOW (unpaid debts, interest, fixed sums and costs)	

5 CLAIM

Claim for statutory interest and compensation

We claim statutory interest under the Late Payment of Commercial Debts (Interest) Act 1998 on the debts listed in section 3 at the rates shown, the fixed sum under section 5A for each debt, and the recovery costs shown in section 4. Interest on any debt still unpaid continues at the daily amount stated in section 4 until payment. Please pay the total in section 4 to the account below by the date stated.

PAY BY	ACCOUNT NAME	SORT CODE	ACCOUNT NUMBER	PAYMENT REFERENCE

6 HOW THIS WAS GIVEN

HOW GIVEN	GIVEN TO	DATE AND TIME GIVEN	PROOF KEPT

7 SIGNED

For the supplier:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.