

SmartTrade

A guide to working with Sub-Jobs



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September, 2016

Creating a Sub-Job

The screenshot shows a software window titled "Update Job: S000748 - Wild Turkey Ltd - Renovations to shop front". The main form contains fields for Client Name (Wild Turkey Ltd), Site ID and Address (88 Greenlands Drive, Sandringham, AUCKLAND), Job Name (Renovations to shop front), Job Type (Quote), Job Number (000748), Workflow Status (Allocated), Job Priority (Normal), Job Category (Renovation), and Person Responsible (Kevin G). A "Dispatch actions" dropdown menu is open, showing options like "Allocate New Order Number", "Archive Job", "Change Info Template Job", "Create sub-job", "Create Template", "Duplicate Job", "Reprice Job", "Create Work Order", and "Select Assets". A "Create sub-job" dialog box is also open, showing a "Sub-job identifier" field with "5000748 -" and several tick boxes for options to keep: "Keep Assigned Employees", "Keep Person Responsible", "Keep Customisable Fields", "Keep Attachments", "Keep Forms", "Keep Pictures", "Keep Initial Job Note", "Keep all other notes", "Keep Un-invoiced line items", and "Keep all line items".

From the main job click on "Other actions" and select Create sub-job.

The Create sub-job menu will come up, from here you enter the identifier for the sub-job, this can be text or numbers e.g. v01 or "extra lights".

The tick boxes allow you to select what you want to keep from the main job.

Enter the identifier for the sub-job.

NOTE: For Quote type jobs, only the Costing line items it will be duplicated. All Job sheet line items for a quote job are ignored. Even if a costing line item has been accepted and invoiced from the job sheet, if you create a sub-job and choose uninvoiced line items, it will still only take the Costing line items.

Click "Create sub-job"

The Sub-Job

Update Job: S000748-vo1 - Wild Turkey Ltd - Renovations to shop front

Reports

Job Card Invoice To

Client Name* Wild Turkey Ltd Client Reference Job Type Quote Job Number S 000748-vo1

Site ID and Address* 88 Greenlands Drive, Sandringham, AUCKLAND MAP Workflow Status* Unallocated Opened Thu, 31 Mar 2016 4:03 p.m.

Job Name Renovations to shop front Est Job Length (hrs) 0.00 Job Priority Normal Due Date

Job List 1* Job List 2* Job Source Office Job Category* Renovation

Email kevin@wildturkey.co.nz

Site Contact* Phone Mobile

Email

Assign Unassign

Dispatch actions Other actions Search for... Save Close

Unique Job Number and Identifier.
Note you can still add a prefix or suffix.

You now have a completely new job with the original job number plus identifier. You can now treat this job the same as any other job— add line items, assign employees, schedule, create quotes and invoices as you would normally do.
Note: the sub-job identifier cannot be changed once the sub-job is created.

If you want to number your sub-jobs, e.g. 1, 2, 3 etc., and if you think you may have more than nine sub-jobs, we recommend that you add a leading zero, e.g. 01, 02 so that in Find Jobs and on the reports the sub-jobs will be listed in the correct order of the identifier.

If you are using words as an identifier, remember they will be listed on reports in alphabetic order, so if you want the sub-jobs to be listed in a specific order, use a number before the text. E.g. "01 Post holes" "02 Concrete" "03 Fence palings". Without the numbers, the order of the sub-jobs would be "Concrete" "Fence palings" "Post holes".



An Idea for using Sub-Jobs

Split the main job up into stages for scheduling e.g. Pre-wire, fit-out, under-slab, close-off and so on, these sub-jobs can then have employees assigned to them and scheduled to the appropriate date and time.

Scheduling

— from the job

From the Schedule tab, select the employees who will be working on this job.

Click and drag to select a period on the schedule. Right click to access the drop down menu. Select "Assign Time" and the appointment will be created.

— from the Employee Schedule

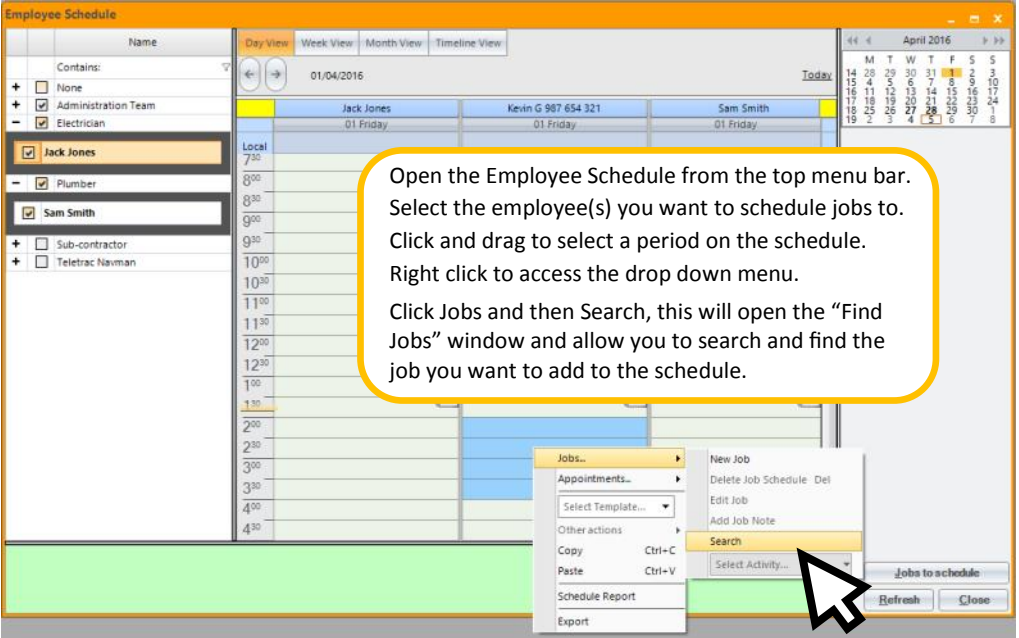
Using the "Jobs to Schedule" function

Open the Employee Schedule from the top menu bar. Select the employee you want to schedule jobs to. Click on the "Jobs to schedule" button.

Use the search and filter functions to find the jobs you wish to schedule. Simply drag and drop the job from the Jobs to Schedule window onto the schedule at the day and time you want.

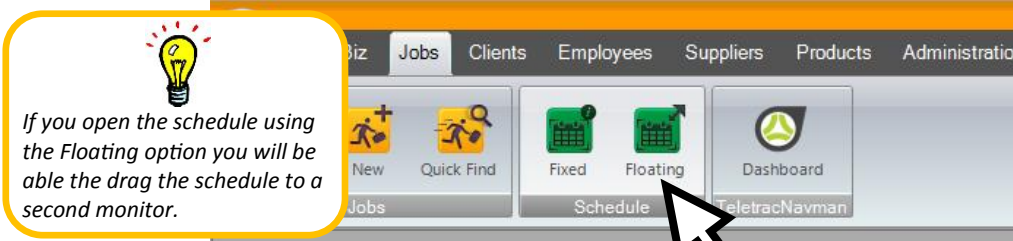
Scheduling

— from the Employee Schedule

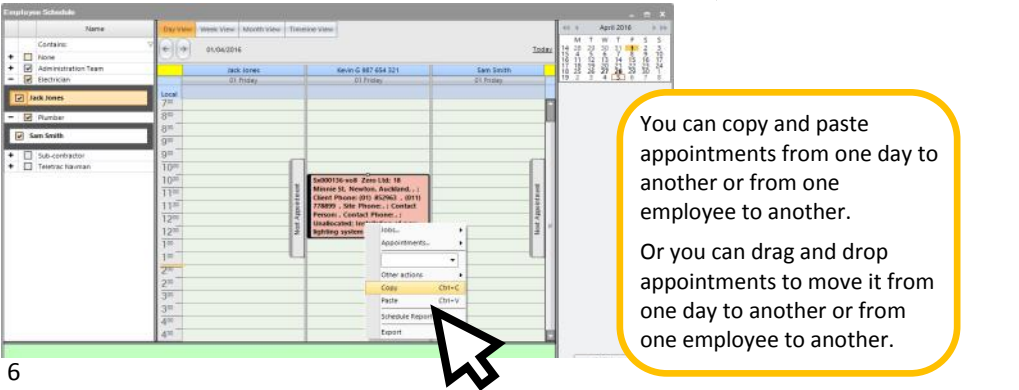


Open the Employee Schedule from the top menu bar. Select the employee(s) you want to schedule jobs to. Click and drag to select a period on the schedule. Right click to access the drop down menu. Click Jobs and then Search, this will open the "Find Jobs" window and allow you to search and find the job you want to add to the schedule.

Working with the Schedule



If you open the schedule using the Floating option you will be able to drag the schedule to a second monitor.



You can copy and paste appointments from one day to another or from one employee to another. Or you can drag and drop appointments to move it from one day to another or from one employee to another.

Working with the Schedule

Assigning Activities to an appointment



Right click on an existing job appointment and select "Jobs" then click in the "Select Activity" drop down menu.

Select the activity from the menu.

The activity will be displayed next to the time in the green info panel at the bottom of the schedule.

The Weekly Schedule Report

The Weekly Schedule Report is located in SmartBiz Management Reports, along other reports to help you control your business.

The report has been designed to print seven days but longer periods can be viewed on screen.

- Client Profitability by Group
- Invoice Summary by Job
- Item Tracking Report
- Job Profitability Report
- Notes Report
- Van Stock Report
- WIP Report Details
- Workflow Status Report
- Weekly Schedule Report

Printed: 1/04/2016 4:28:45 p.m.

| WEEKLY SCHEDULE REPORT | | | | |
|--|----------------|---|---|---|
| The results are based on the following search criteria: [Schedule Date] Between 18/04/2016 and 24/04/2016 [Job No] C | | | | |
| Job Details | Employee | Monday 18/04/2016 | Tuesday 19/04/2016 | Wednesday 20/04/2016 |
| 5000748 Wild Turkey Ltd Renovations to shop front | Sam Smith | 09:30 - 12:00 Alterations Sam Smith | | |
| 5000748-v02 Wild Turkey Ltd Move entrance door | Jack Jones | | | 10:00 - 16:30 Fitout Jack Jones |
| | Kevin G | | | 07:30 - 10:00 Renovations Kevin G |
| 5000748-v01 Wild Turkey Ltd Additional lighting in window | John Smith | | 08:30 - 14:30 Installing John Smith | 10:00 - 12:00 Measure Up John Smith |
| | Kevin G | | | 12:30 - 15:00 Measure Up Kevin G |
| | Michael Carter | | | 10:00 - 13:00 Workshop Michael Carter |

Creating Progress Claims

— using SmartTrade Ultimate

After you have created and accepted your quote as you would normally do, you can create your Progress Claims.

The **Summary** tab is available on each quote job, summarizing the “financial” values of the job. It is from here that Claims and Retentions are calculated and created.

The Claim invoice is not intended to replace Payment Claim documentation – it is a method by which the claim values can be calculated and the invoice exported to Accounting for payment.

Update Job: 5000748 Wild Turkey Ltd - Renovations to shop front

Summary

Quoted Contract Sales Value \$5,010.24 Percentage Complete 30.00 % as at 31/03/2016
 Invoiced to Date \$0.00

| COSTS | | | | | | | | | | |
|---------------|-------------------|---------------|---------------|---------------|------------------|-------------------|------------------|------------|------------------------|--|
| Cost Type | Quoted | Invoiced | Actual | WIP | Cost to Complete | Forecast Final | CTC Last Updated | % Complete | % Complete Last Update | |
| Materials | \$739.03 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$739.03 | | | | |
| Labour | \$1,600.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,600.00 | | | | |
| TOTALS | \$2,339.03 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$2,339.03 | | | | |

Outstanding Purchase Orders \$0.00
 Retentions to Date \$0.00
 Retentions Outstanding \$0.00

| | Quoted | % | Invoiced to Date | % | Forecast/Actual | % |
|--------------|------------|-------|------------------|------|-----------------|--------|
| GROSS PROFIT | \$2,671.21 | 53.32 | \$0.00 | 0.00 | \$5,010.24 | 100.00 |

Create Claim

Enter the percentage of the job completed, this is used to generate the claim.
 Note: enter percentage complete not the claim percentage.

Percentage Complete 30.00 % as at 31/03/2016

Create Payment Claim

Claim Number [] Date Thu, 05 May 2016

Use Job % complete
 Use Cost Type % complete

Description Progress claim for stage one of renovations

Retentions
 Include Retention
 Retention % 10.00 or value []
 Due Date Thu, 30 Jun 2016

Create Invoice

The claim number and the date are auto-generated but can be overridden. Select % type you wish to use, Job Complete % value or Cost Type %, to calculate the claim. Enter the Retentions criteria if you wish to include a retention. Click Create Invoice.

Creating Progress Claims

— using SmartTrade Essential

After you have created and accepted your quote as you would normally do, you can create your Progress Claims.

You create these as normal invoices by just selecting the items you want charge (A) or by adding a line item for the Progress Claim (B).

(A) Selecting line items: you can put an actual quantity against the line items or post supplier invoices to the job sheet and then select the items you want to invoice.

vo1 - Wild Turkey Ltd - Additional lighting in window

osting(3) Job Sheet(3)

| | <input checked="" type="checkbox"/> | To Invoice | MyData Cate... | Product Code | Description | Unit | Quoted | Qty Actual | Unit Cost* | Unit Sell* |
|--|-------------------------------------|------------|----------------|--------------|--------------------------------|------|--------|------------|------------|------------|
| | <input checked="" type="checkbox"/> | 2 | Switches | ADVSL113 | ADV STRIPLIGHT 60W SWITCHED... | EA | 5 | 2 | \$33.1600 | \$46.42 |
| | <input checked="" type="checkbox"/> | 1 | Labour | LABOUR-T | Labour - Tradesman | hour | 2.5 | 1 | \$40.0000 | \$100.00 |
| | <input checked="" type="checkbox"/> | 5 | Cable | GEN15350 | CABLE TPS 4MM 2CORE + EARTH... | MTR | 10 | 5 | \$2.6700 | \$3.74 |

(B) Adding a Line Item: just add custom line item to the job sheet with the description you want to appear on the invoice and the total sell price excluding GST of the claim. Then select that item and create your claim invoice.

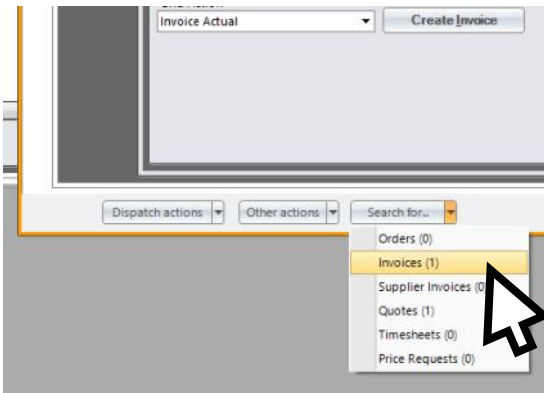
vo1 - Wild Turkey Ltd - Additional lighting in window

osting(3) Job Sheet(4)

| | <input checked="" type="checkbox"/> | To Invoice | MyData Cate... | Product Code | Description | Unit | Quoted | Qty Actual | Unit Cost* | Unit Sell* |
|--|-------------------------------------|------------|----------------|--------------|--------------------------------|------|--------|------------|------------|------------|
| | <input checked="" type="checkbox"/> | 1 | | | Progress Claim - Wiring | | 0 | 1 | \$0.0000 | \$300.00 |
| | <input type="checkbox"/> | 0 | Switches | ADVSL113 | ADV STRIPLIGHT 60W SWITCHED... | EA | 5 | 2 | \$33.1600 | \$46.42 |
| | <input type="checkbox"/> | 0 | Labour | LABOUR-T | Labour - Tradesman | hour | 2.5 | 1 | \$40.0000 | \$100.00 |
| | <input type="checkbox"/> | 0 | Cable | GEN15350 | CABLE TPS 4MM 2CORE + EARTH... | MTR | 10 | 5 | \$2.6700 | \$3.74 |



Add the line item to the top of the job sheet so it doesn't get lost amongst the other items.



In both SmartTrade Ultimate and Essential the invoices can be viewed in the job under the "Search for" menu

Reporting

— The Job Summary Report

From the Find Jobs screen, search for all the jobs in the project.

Enter the job number with no identifiers in the search field to find all the jobs.

Select the Sub-Job Summary Report from the list.
If the report is not in the list ring SmartTrade Support

| Job # | Job Name | Client | Site |
|-------------|-------------------------------|-----------------|------------------|
| S000748 | Renovations to shop front | Wild Turkey Ltd | 88 Greenlands Dr |
| S000748-vo1 | Additional lighting in window | Wild Turkey Ltd | 88 Greenlands Dr |
| S000748-v02 | Move entrance door | Wild Turkey Ltd | 88 Greenlands Dr |

The Sub-Job Summary Report shows you the totals for each job and totals for the whole project.

IBC Company Ltd v6

Sub-Job Summary Report

Printed by: Kevin G 06/06/2016 9:46:12 a.m.
 Total Records: 3

The results are based on the following search criteria:
 Job # 748

| Job # | Client | Site Address | Job Name | Job Type | Projected Sales | Actual Costs | Un-invoiced Sales | Invoiced Sales | Actual GP |
|-------------|-----------------|--|-------------------------------|----------|-------------------|-----------------|-------------------|-------------------|-------------------|
| S000748 | Wild Turkey Ltd | 88 Greenlands Drive, Sandringham, AUCKLAND | Renovations to shop front | Quote | \$5,010.24 | \$289.40 | \$3,657.48 | \$1,352.76 | \$1,063.26 |
| S000748-vo1 | Wild Turkey Ltd | 88 Greenlands Drive, Sandringham, AUCKLAND | Additional lighting in window | Quote | \$519.50 | \$119.67 | \$219.50 | \$300.00 | \$180.33 |
| S000748-v02 | Wild Turkey Ltd | 88 Greenlands Drive, Sandringham, AUCKLAND | Move entrance door | Quote | \$395.87 | \$85.84 | \$395.87 | \$0.00 | -\$85.84 |
| | | | | | \$5,925.61 | \$484.91 | \$4,272.85 | \$1,652.76 | \$1,167.85 |

In the Preferences for the Job Card tick here to include un-posted supplier invoices and timesheets in the reports.

This saves you having to post all the supplier invoices and timesheets to the job sheet.

Reporting

— SmartBiz Management Reports

Management Reports

Reports (12)

- Client Profitability by Gross Profit %
- Invoice Summary by Job Category
- Sub-Job Costing Summary
- Sub-Job Payment Claim by Period
- Sub-Job Payment Claim Summary

Run

In SmartBiz there are three reports to help you manage your projects and payment claims.

Select the report you want and click "Run"

The **Sub-Job Costing Summary Report** — shows all accepted quotes, invoices, costs and profits on the individual jobs and an overall summary of the project.

Management Reports

Job Number contains: 748

Preview

Report: SP002328 V8

Sub-Job Costing Summary Report

Printed: 8/05/2016 1:10:55 p.m.

Client Name: W&B Turley Ltd
Client Postal Address: 88 Greenlands Drive Sandringham AUCKLAND
Job Name / Job Site Address: Renovations to shop front / 88 Greenlands Drive Sandringham AUCKLAND

| | PROJECTED SALES | | | PROJECTED COSTS | | | PROJECTED PROFIT | | | |
|-------------------|-----------------|------------|------------|-----------------|----------|------------|------------------|----------|------------|------------|
| | Materials | Labour | Total | Materials | Labour | Total | Materials | Labour | Total | |
| MASTER JOB | | | | | | | | | | |
| 9000748 | | | | | | | | | | |
| Q095937 | 31/03/2016 | \$1,010.24 | \$4,008.00 | \$5,010.24 | \$739.03 | \$1,600.00 | \$2,339.03 | \$271.21 | \$2,400.00 | \$2,671.21 |
| SUB JOBS | | | | | | | | | | |
| 9000748-v01 | | | | | | | | | | |

Enter the Job Number and click "Preview"

See overleaf for a sample of the Sub-Job Costing Report



Reporting

— The Sub-Job Costing Summary Report

Report: SP002328 V8

Sub-Job Costing

Client Name Wild Turkey Ltd
 Client Postal Address 88 Greenlands Drive Sandringham AUCKLAND
 Job Name / Job Site Address Renovations to shop front / 88 Greenlands Drive Sandringham

| | | PROJECTED SALES | | |
|-----------------------------|-------------------------------------|--|-------------------|-------------------|
| | | Materials | Labour | Total |
| MASTER JOB | | <i>Projected Sales = Accepted Quotes</i> | | |
| S000748 | | <i>Broken down into labour and materials</i> | | |
| Q005937 | Quote number and date 31/03/2016 | \$1,010.24 | \$4,000.00 | \$5,010.24 |
| SUB JOBS | | | | |
| S000748-v01 | | | | |
| Q005938 | 1/04/2016 | \$269.50 | \$250.00 | \$519.50 |
| S000748-v02 | | | | |
| Q005939 | 1/04/2016 | \$95.87 | \$300.00 | \$395.87 |
| Variations Sub-Total | | \$365.37 | \$550.00 | \$915.37 |
| PROJECTED TOTALS | | \$1,375.61 | \$4,550.00 | \$5,925.61 |

| | | ACTUAL SALES | | |
|---------------------------------|--------------------------------------|--|-------------------|-------------------|
| | | Materials | Labour | Total |
| MASTER JOB | | <i>Actual Sales = Confirmed Invoices</i> | | |
| S000748 | | <i>Broken down into labour and materials</i> | | |
| R000108 | Invoice number and date 5/05/2016 | \$303.07 | \$1,200.00 | \$1,503.07 |
| Sub-Total S000748 | | \$303.07 | \$1,200.00 | \$1,503.07 |
| SUB JOBS | | | | |
| S000748-v02 | | | | \$0.00 |
| Sub-Total S000748-v02 | | | | \$0.00 |
| S000748-v01 | | | | |
| R000109 | 5/05/2016 | \$300.00 | \$0.00 | \$300.00 |
| Sub-Total S000748-v01 | | \$300.00 | \$0.00 | \$300.00 |
| Sub-Job Sub-Total | | \$300.00 | \$0.00 | \$300.00 |
| ACTUAL TOTALS TO DATE | | \$603.07 | \$1,200.00 | \$1,803.07 |
| Percentage Actuals to Projected | | 43.84 % | 26.37 % | 30.43 % |

Summary Report

Printed: 6/05/2016 1:32:43 p.m.

amAUCKLAND

| PROJECTED COSTS | | | PROJECTED PROFIT | | |
|--------------------------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Materials | Labour | Total | Materials | Labour | Total |
| <i>Projected Costs = Quoted Cost</i> | | | | | |
| \$739.03 | \$1,600.00 | \$2,339.03 | \$271.21 | \$2,400.00 | \$2,671.21 |
| \$192.50 | \$100.00 | \$292.50 | \$77.00 | \$150.00 | \$227.00 |
| \$68.48 | \$120.00 | \$188.48 | \$27.39 | \$180.00 | \$207.39 |
| \$260.98 | \$220.00 | \$480.98 | \$104.39 | \$330.00 | \$434.39 |
| \$1,000.01 | \$1,820.00 | \$2,820.01 | \$375.60 | \$2,730.00 | \$3,105.60 |

| ACTUAL COSTS | | | ACTUAL PROFIT | | |
|--|-----------------|-----------------|-----------------|-------------------|-------------------|
| Materials | Labour | Total | Materials | Labour | Total |
| <i>Actual Costs = Actuals on Job Sheet, supplier invoices and timesheets</i> | | | | | |
| \$209.40 | \$80.00 | \$289.40 | \$93.67 | \$1,120.00 | \$1,213.67 |
| \$5.84 | \$80.00 | \$85.84 | | | -\$85.84 |
| \$79.67 | \$40.00 | \$119.67 | \$220.33 | -\$40.00 | \$180.33 |
| \$85.51 | \$120.00 | \$205.51 | \$214.49 | -\$120.00 | \$94.49 |
| \$294.91 | \$200.00 | \$494.91 | \$308.16 | \$1,000.00 | \$1,308.16 |
| 29.49 % | 10.99 % | 17.55 % | | | |

Reporting

— The Project Payment Claim Summary Report

Enter the job number and click "Preview"

Management Reports

Reports (12)

- Client Profitability by Gross Profit %
- Invoice Summary by Job Category
- Item Tracking Report
- Job Profitability Report
- Notes Report
- Van Stock Report
- WIP Report Details
- Workflow Status Report
- Weekly Schedule Report
- Sub-job Costing Summary
- Sub-job Payment Claim by Period
- Sub-job Payment Claim Summary**

Job Number contains: 748

Report: SP002330 V7

Project Payment Claim Summary Report

Client Name: Wild Turkey Ltd
Client Postal Address: PO Box 852, Sandringham, AUCKLAND, ,
Job Name / Job Site Address: Renovations to shop front / 88 Greenlands Drive, Sandringham, AUCKLAND, .

| Job Number | Job Date | Quote Number | Job Name | Contract Amount | % Claimed | Invoice Number | Invoice Date |
|----------------------|------------|--------------|---------------------------|-----------------|-----------|----------------|--------------|
| BASE CONTRACT | | | | | | | |
| S000748 | 31/03/2016 | Q005937 | Renovations to shop front | \$5,010.24 | 27.00 % | R000108 | 5/05/2016 |

The **Project Payment Claim Summary Report** — allows your to keep track of quotes, claims, invoices, on the individual jobs and an overall summary of the project.

Report: SP002330 V7

Project Payment Claim

Client Name: Wild Turkey Ltd
Client Postal Address: PO Box 852, Sandringham, AUCKLAND, ,
Job Name / Job Site Address: Renovations to shop front / 88 Greenlands Drive, Sandringham,

| Job Number | Job Date | Quote Number | Job Name | Contract Amount |
|------------|----------|--------------|----------|-----------------|
|------------|----------|--------------|----------|-----------------|

BASE CONTRACT *All quotes and charge-up jobs for the project*

| | | | | |
|---------|------------|---------|---------------------------|------------|
| S000748 | 31/03/2016 | Q005937 | Renovations to shop front | \$5,010.24 |
|---------|------------|---------|---------------------------|------------|

Contract Work Completed to Date

VARIATIONS

| | | | | |
|-------------|------------|---------|-------------------------------|----------|
| S000748-v02 | 1/04/2016 | Q005939 | Move entrance door | \$395.87 |
| S000748-v01 | 31/03/2016 | Q005938 | Additional lighting in window | \$519.50 |

Variations Completed to Date

| | |
|-----------------------|-------------------|
| Total Contract | \$5,925.61 |
|-----------------------|-------------------|

Printed: 6/05/2016 3:29:28 p.m.

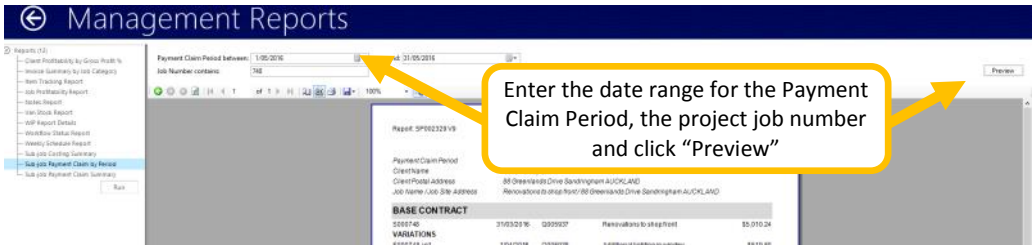
Summary Report

, AUCKLAND,,

| % Claimed | Invoice Number | Invoice Date | Invoice Description | Amount Claimed \$ |
|--|----------------|--------------|---|-------------------|
| <i>All claims and invoices for the project</i> | | | | |
| 27.00 % | R000108 | 5/05/2016 | Progress claim for stage one of renovations | \$1,352.76 |
| | | | | \$1,352.76 |
| 86.74 % | R000110 | 24/03/2016 | | \$343.37 |
| 57.75 % | R000109 | 5/05/2016 | | \$300.00 |
| | | | | \$643.37 |
| Total Claimed | | | | \$1,996.13 |
| Less Invoices Paid | | | <i>Invoices with a status of Paid</i> | \$343.37 |
| BALANCE | | | | \$1,652.76 |

Reporting

— The Project Payment Claim by Period Report



| | |
|--|--|
| Report: SP002329 V9 | Printed: 6/05/2016 2:32:57 p.m. |
| Project Payment Claim by Period Report | |
| <i>Payment Claim Period</i> | 1/05/2016 - 31/05/2016 |
| <i>Client Name</i> | Wild Turkey Ltd |
| <i>Client Postal Address</i> | 88 Greenlands Drive Sandringham AUCKLAND |
| <i>Job Name / Job Site Address</i> | Renovations to shop front / 88 Greenlands Drive Sandringham AUCKLAND |
| BASE CONTRACT <i>All quotes and charge-up jobs for the project</i> | |
| S000748 | 31/03/2016 Q005937 Renovations to shop front \$5,010.24 |
| VARIATIONS | |
| S000748-vo1 | 1/04/2016 Q005938 Additional lighting in window \$519.50 |
| S000748-v02 | 1/04/2016 Q005939 Move entrance door \$395.87 |
| Variations Sub-Total | \$915.37 |
| CONTRACT TOTAL | \$5,925.61 |
| PREVIOUS CLAIMS <i>Claims and invoices made prior to the claim period</i> | |
| VARIATIONS | |
| S000748-v02 | 24/03/2016 R000110 \$343.37 |
| Sub-Total S000748-v02 | \$343.37 |
| Variations Sub-Total | \$343.37 |
| TOTAL PREVIOUS CLAIMS | \$343.37 |
| THIS CLAIM <i>Claims and invoices in the claim period</i> | |
| BASE CONTRACT | |
| S000748 | 5/05/2016 R000108 Progress claim for stage one of renovations \$1,352.76 |
| Sub-Total S000748 | \$1,352.76 |
| VARIATIONS | |
| S000748-vo1 | 5/05/2016 R000109 \$300.00 |
| Sub-Total S000748-vo1 | \$300.00 |
| Variations Sub-Total | \$300.00 |
| TOTAL THIS CLAIM | \$1,652.76 |
| TOTAL CLAIMED | \$1,996.13 |
| Less Invoices Paid | <i>Invoices with a status of Paid</i> \$343.37 |
| BALANCE | \$1,652.76 |