

State of _____
County of _____

Notice of Intent to Make Prompt Payment Claim

This is not a lien. This notice is to inform you that payments to the Unpaid Party have not been made pursuant to this state's Prompt Payment laws, and that if nonpayment or underpayment continues, the Unpaid Party will take further action to recover unpaid sums.

Project

Nickname: _____

Address: _____

Description of Project: _____

Unpaid Party

Name: _____

Address: _____

Phone: _____

Email: _____

Hiring Party

Name: _____

Address: _____

Phone: _____

Email: _____

Amount Past Due \$ _____

Notice: Please be advised that the above Unpaid Party has not been paid in accordance with the Prompt Payment laws of this state. As a result, if payment is not forthcoming within the next 10 days, the Unpaid Party may pursue legal remedies, including but not limited to a claim under the Prompt Payment laws of this state.

IF PAYMENT IS NOT MADE FOR AMOUNTS PAST DUE, A PROMPT PAYMENT CLAIM MAY
BE INITIATED AND/OR A LAWSUIT MAY BE INITIATED AGAINST YOU

In order to avoid the prompt payment claim and/or potential lawsuit, please immediately contact the above Unpaid Party to arrange for payment of the amount past due.

Signed:

(Print)

(Title)

(Date)