

**NOTICE OF NON-PAYMENT BY OWNER TO CONTRACTOR**

Name of Owner \_\_\_\_\_

Address \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Address \_\_\_\_\_

Project name or work site \_\_\_\_\_

Date contract to provide work, services or materials was signed \_\_\_\_\_

The Contractor issued a proper invoice on \_\_\_\_\_ (*insert date*).

The proper invoice was given to the Owner on \_\_\_\_\_ (*insert date*).

The Owner disputes its obligation to pay the Contractor (*indicate A or B*):

A. the full invoiced amount \$ \_\_\_\_\_

B. a portion of the invoiced amount \$ \_\_\_\_\_

The Owner refuses to pay the amount indicated because (*detail every reason*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

**The Owner refuses to pay the amount indicated because** *(detail every reason)*

[Empty rectangular box for detailing reasons for non-payment]