Submit completed form to: TenderAdmin@gov.ab.ca Alberta Transportation

 Vendor Management and Outreach

 3rd Floor, Twin Atria Building

 4999 - 98 Avenue, Edmonton, Alberta, T6B 2X3

**Claimant Information**

|  |
| --- |
| **Name** |
| **Insert Legal Name** |
| **Address** | **City/Town** |
| **Insert Address** | **Insert City/Town** |
| **Province** | **Postal Code** | **Telephone** | **Fax** | **E-Mail** |
| **Insert Province** | **Insert Postal Code** | **Insert Tel.** | **Insert Fax** | **Insert E-Mail** |

**Project Information**

|  |  |
| --- | --- |
| **The claim is made in respect of the following project:** | **Insert Project Description and Location** |
| **Highway or Bridge #:** **(if applicable)** | **Insert Highway # or Bridge #** |
| **Alberta Transportation Contract #:****(if known)** | **Insert Alberta Transportation Contract #** |

**Details of Claim**

|  |  |  |
| --- | --- | --- |
| **1** | **Our Contract is with (name of contracting party):** | **(and Prime Contractor, if different)** |
| **Insert Name** | **Insert Name** |
| **2** | **This claim is made in respect of the following work** **(provide a short description of labour, equipment, materials, or service provided):** |
|  |  |
| **Insert Description** |
| **3** | **Time** | **(work includes labour, equipment, materials or services provided)** |
|[ ]  The work related to this claim was fully performed on: | **Click here to enter a date** |
|  | **OR** |  |
|[ ]  The work related to this claim is not yet fully performed but payment for work  performed to: | **Click here to enter a date** |
|  |  |  has not been received as of: | **Click here to enter a date** |
|  |  | (Today’s Date) |
| **4** | **Amount** |
| The amount of this claim is | **$ Insert Value** | which includes | **$ Insert Value** | In holdback funds or monies. |
| **5** | **Signature**  |
| I, the undersigned, am or represent the claimant named above and believe that the information provided is true and correct |
| **Insert Name** |  |  |
| Printed Name of Declarant |  | Signature of Declarant |

**For Alberta Transportation Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Contract # | Date Received | Date Filed | Date Acknowledged  |
|  |  |  |  |