



## Professional Claim Form

All claims must be supported by invoices or receipts showing 'proof of payment'.

<b>Chalk Arc reference number:</b>	CA	<b>Project title</b>	
<b>Project Contact</b>		<b>Bank or building society</b>	

	<b>Item, Activity or Milestone</b> (as shown in the original application)	<b>Date work completed</b>	<b>Cost (£)</b>	<b>Date of invoice</b>	<b>Invoice/ receipt ref</b>	<b>Name of supplier, contractor, consultant</b>	<b>Description of goods, works or services</b>
1							
2							
3							



## Professional Claim Form

4							
5							
6							
(please add in further rows as required or photocopy additional sheets)							
<b>Total</b>							



## Professional Claim Form

**Please attach all invoices and receipts with this claim form and ensure that the invoice ref number is put into the column on the claim form.**

I certify that on behalf of ..... that this is a true and accurate record of the works carried out to date, they have been paid and satisfactorily completed in accordance with the conditions of grant.

Name:

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Signature:

Date:

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Position: *(Primary contact or treasurer)*

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