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| **C6936** | **Contract Number:** | Type here |
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| To | Type here | RET number | Type here |
| Email/fax number | Type here |
| Total no. of pages | Type here |
| Attention | Type here |
| Sender’s name | Type here |
| Sender’s phone number (if transmission errors) | Type here |
| Number of days claimed as Extension of Time | Type here |

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| Authorisation |
| For and on behalf of the Consultant |
| Name/Position | Signature | Date |
| Type here |  | Type here |
| In accordance with Clause 5.6 of the General Conditions of Contract, would you please consider the following detailed explanation as a basis for an Extension of Time to the Date for Completion and advise of your conclusion: |
| Type here |