[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert Contractor’s name] |

|  |  |
| --- | --- |
| **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |

**Re: Provisional Sums – Clause 11**

I refer to Clause 11 of the *General Conditions of Contract*, and direct you to perform the following works that have been designated as provisional sums in the Schedule.

| Item No | Description | Unit | Quantity | Rate | Amount |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

Under Clause 11(a)(i) of the *General Conditions of Contract*, this work shall be valued under Clause 40.5 of the *General Conditions of Contract*, as the work is to be carried out by you.

**OR:**

Under Clause 11(a)(ii) of the *General Conditions of Contract*, as the work was performed by a subcontractor, the valuation includes profit and attendance, at the percentage stated at Item 15E of Annexure A, and the payment to the subcontractor.

**OR:**

Under Clause 11(a)(iii) of the *General Conditions of Contract*, as the work was performed by a Nominated Subcontractor, the valuation includes profit and attendance, at the percentage stated at Item 15F of Annexure A, and the payment to the Nominated Subcontractor.

**OR:**

Under Clause 11(a)(iii) of the *General Conditions of Contract*, it only comprises the percentage stated in Item 15F of Annexure A, as the Principal has paid the Nominated Contractor direct.

Yours sincerely

[Insert name]

**Administrator**

[Blind copies are left to your own discretion]

|  |  |  |
| --- | --- | --- |
| B/c: | File no. | [Enter file number] |

1. **Administrator’s Representative** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Inspector** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

1. **Administration Officer** – [Insert name]

[Insert address line 1]

[Insert address line 2]

For your information.

[Insert name]

**Administrator**

[Insert date]