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| **C6938** | **Contract Number:** | Type here |
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| To | Type here | Referred document 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 |
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| The following matter is referred to the Consultant: |
| 1 | Payment Claim – further details required |[ ]
| 2 | Variation Request - rejection |[ ]
| 3 | Variation Request – further details required |[ ]
| 4 | Extension of Time Request - rejection |[ ]
| 5 | Extension of Time Request - further details required |[ ]
| 6 | Public Utility Plant Conflict – advice |[ ]
| 7 | Project Review documents – returned for amendment |[ ]
| 8 | Preliminary Design documents – returned for amendment |[ ]
| 9 | Detailed Design documents – returned for amendment |[ ]
| 10 | Engineering Drawings/Other Engineering Documents – returned for amendment |[ ]
| 11 | For your information – no further action |[ ]
| Description of documents/requirements |
| Type here |

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| Authorisation |
| For and on behalf of the Principal |
| Name/Position | Signature | Date |
| Type here |  | Type here |