|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To | SPR number | | Type here | |
| Type here | Email address | | Type here | |
| Total no. of pages | | Type here | |
| Attention | Type here | | | |
| Sender's name | Type here | | | |
| Sender's telephone number (if transmission errors) | Type here | | | |
| In accordance with Clause 7.3 of the *Supplementary Conditions of Contract* (C7554) the following documents are submitted for your consideration and approval: | | | | |
| Document Description | For use by Principal | | | |
| Resubmit | Recommended | | Approved |
| Type here | Type here | Type here | | Type here |
| Type here | Type here | Type here | | Type here |
| Type here | Type here | Type here | | Type here |
| Type here | Type here | Type here | | Type here |
| Type here | Type here | Type here | | Type here |
| Type here | Type here | Type here | | Type here |

|  |  |  |
| --- | --- | --- |
| Submission | | |
| For and on behalf of the Consultant | | |
| Name / Position | Signature | Date |
| Type here | Sign here | Type here |
| Recommendation for Approval | | |
| For and on behalf of the Principal | | |
| Name / Position | Signature | Date |
| Type here | Sign here | Type here |
| Approval | | |
| For and on behalf of the Principal | | |
| Name / Position | Signature | Date |
| Type here | Sign here | Type here |