|  |  |
| --- | --- |
| Our ref. | [Insert] |
| Your ref. | [Insert] |
| Date | [Insert] |

|  |  |
| --- | --- |
| **Attention** | [Insert name of BP Representative]**BP Australia** |
| **From** | [Insert name] |
| **Facsimile no/Email.** | [Insert fax number/email address] |

|  |  |
| --- | --- |
| **Copy To** | [Insert name]**(Principal Contractor)** |
| **Attention** | [Insert name] |
| **Facsimile no./Email** | [Insert fax number/email address] |

|  |  |
| --- | --- |
| **Copy To** | Department of Transport and Main Roads |
| **Attention** | Regional Business Service Officer |
| **Facsimile no./Email** | [Insert fax number/email address] |

|  |  |  |
| --- | --- | --- |
| **Subject** | **Contract number** | [Insert Contract number] |
| **Project name** | [Insert Project name] |
| **RE: SUPPLY OF BITUMEN** |
| **Purchase order no.** | [Insert Order number] |
| **Contract no.** | [Insert Contract number] |
| **Project no.** | [Insert Project number].I.4 |
|  |
| No. of pages | **2 (including coversheet)** |

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The following preliminary advice is given regarding the supply of bitumen to Department of Transport and Main Roads works in the [Insert Region] Region.

|  |
| --- |
| * Type of bitumen – [insert]
 |
| * Amount of bitumen – [insert]
 |
| * Approximate date to be picked up – [insert]
 |
| * Road carrier – [insert]
 |

**And**

|  |
| --- |
| * Type of bitumen – [insert]
 |
| * Amount of bitumen – [insert]
 |
| * Approximate date to be picked up – [insert]
 |
| * Road carrier – [insert]
 |

The road carrier is authorised to contact BP directly to arrange daily deliveries against this advice.

|  |  |
| --- | --- |
| **Authorised Officer:** | [Insert Authorising Officer] |
| **Title:** | [Insert Authorising Officer’s title] |