[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: Direction to Perform Daywork – Clause 41 General Conditions of Contract**

In accordance with the provisions of Clause 41 Daywork, of the *General Conditions of Contract*, I direct you to carry out the following work as Daywork, namely:

* [Insert clear details of the work required]

You are required to maintain daily records of such work, and each day supply particulars of the cost(s) of Daywork, supported by copies of time sheets, wage sheets, invoices, receipts and other documents necessary to evidence such cost of the Daywork. Please also record the following matters:

* [Insert specific matters which the Administrator required to be recorded and how they are to be recorded]

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]