[Insert date]

[Insert Contractor’s name]

[Insert address line 1]

[Insert address line 2]

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

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

**Re: Liquidated Damages for Delay in Reaching Practical Completion – Clause 35.6 General Conditions of Contract**

I refer to Clause 35.6 of the *General Conditions of Contract* regarding the application of Liquidated Damages for delay in reaching Practical Completion. It appears that you have failed to reach Practical Completion by the due Date for Practical Completion, which is [Insert date].

**Or:**

I refer to Clause 35.6 of the *General Conditions of Contract* about the application of Liquidated Damage for delay in reaching Practical Completion. You reached Practical Completion on [Insert date] which is [Enter days] calendar days past the Date for Practical Completion.  
  
Consequently, you shall be indebted to the Principal for liquidated damages at the rate stated in [Delete before sending. Delete one of the Items] Item 37A or Item 38A of Annexure A for every day after the Date for Practical Completion and including the Date of Practical Completion, or the date that the Contract is terminated under Clause 44 Default or Insolvency, of the *General Conditions of Contract*, whichever first occurs.  
  
As of today, the liquidated damages that you are indebted to the Principal has reached the amount of $[Insert amount] (GST exclusive).

**Or:**

The total liquidated damages, that you are indebted to the Principal has reached the amount of $[Insert amount] (GST exclusive).

Yours sincerely

[Insert name]

**Administrator**

[Delete before sending. 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]

***[Delete before sending. Use if appropriate]***[**C7886 Liquidated Damages Summary Clause 35.6 General Conditions of Contract**](https://www.tmr.qld.gov.au/business-industry/technical-standards-publications/infrastructure-contract/transport-infrastructure-contract/tic-construct-only)