[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: Notice of Tests – Clause 31.4**

Under Clause 31.4 Notice of Tests, of the *General Conditions of Contract*, I direct that the following [Delete before sending. Delete as appropriate] materials / work namely: [Insert materials or Work to be tested] be tested by you at [Insert location] by [Insert time and date].

**Or:**

Under Clause 31.4 Notice of Tests, of the *General Conditions of Contract*, I advise that the following [Delete before sending. Delete as appropriate] materials / work namely: [Insert materials or Work to be tested] will be tested by [Insert testing company] at [Insert location] by [Insert time and date].

You are entitled to have a representative at the testing, however the test will proceed if your representative is not present at the time and place mentioned above. You are required to provide assistance, as may be necessary, to make the relevant part of the Site accessible to enable such test to take place, and not to cover up part of the work, or make it inaccessible without my prior approval.

The cost of such test(s) will be valued under Clause 40.5 Valuation, of the *General Conditions of Contract* and borne as appropriate under Clause 31.7 Costs of Testing, of the *General Conditions of Contract.*

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]