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| **C6939** | | | | **Contract Number:** | | Type here | | |
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| To | Type here | | | | RPD number | | Type here | |
| Email/fax number | | Type here | |
| Total no. of pages | | Type here | |
| Attention | | | Type here | | | | | |
| Sender’s name | | | Type here | | | | | |
| Sender’s phone number  (if transmission errors) | | | Type here | | | | | |
|  | | | | | | | | |
| The following matter is referred to the Principal’s Delegate: | | | | | | | | |
| 1 | | Progress Payment Certificate – for your action | | | | | |  |
| 2 | | Variation Order – for execution | | | | | |  |
| 3 | | Approval of Extension of Time – for execution | | | | | |  |
| 4 | | Direction/Reply to Request for Information – for execution | | | | | |  |
| 5 | | Public Utility Plant Conflict report – for your direction | | | | | |  |
| 6 | | For your information – for comment/review | | | | | |  |
| Please return executed documents or your direction to Principal’s Delegate 2 within two working days. | | | | | | | |  |
| Description of documents/requirements | | | | | | | | |
| Type here | | | | | | | | |

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| Recommendation | | | |
| For and on behalf of the Principal | | | |
| Name/Position | Signature | Date | |
| Type here |  | | Type here |