|  |  |  |  |
| --- | --- | --- | --- |
| **Principal’s Quarterly Report No.** | [Insert text here] | **Period** | [Insert text here] |
| **Contractor** | [Insert text here] | **Contract No.** | [Insert text here] |
| **Project Name** | [Insert text here] | **Project No.** | [Insert text here] |

|  |  |
| --- | --- |
| [insert photo] | [insert photo] |
| [insert photo] | [insert photo] |

|  |  |
| --- | --- |
| **1.** | **Introduction** |
| (Give an overview of the Contract) |
|  |
| **2.** | **Contract Dates** |
| Significant contract dates are tabled below. |
| Date of Acceptance of Tender |  |
| Period of Construction |  |
| Original Date for Practical Completion |  |
| Approved Extensions of Time  |  |
| Approved Date for Practical Completion |  |
| Anticipated Date for Practical Completion |  |
| Anticipated Date for Final Certificate |  |
| **3.** | **Contract Cost** |
| **Table 1 – Summary of Actual Project Costs to Date ([insert date here])** |
| Progress Payments |  |
| Approved Variations  |  |
| **Sub‑total** |  |
| Principal’s Materials |  |
| Variations to Principal’s Materials |  |
| Departmental Costs |  |
| **TOTAL TO DATE** |  |
| **4.** | **Program and Progress** |
| Works commenced on [insert date here] and are summarised as follows: |
|  |
| The Contractor has estimated that the Works are [insert text here]% complete. |
| **5.** | **Weather** |
|  |
| **6.** | **Construction Program** |
|  |
| The Construction Program is in the Appendices. |
| **7.** | **Extensions of Time** |
|  |
| The Extensions of Time Register is in the Appendices. |
| **8.** | **Claims** |
|  |
| The Cashflow Forecast is in the Appendices. |
| **9.** | **Variations** |
|  |
| The Variations Register is in the Appendices. |
| **10.** | **Quality** |
|  |
| **11.** | **Corrective Action Requests (CARs)** |
|  |
| The Corrective Action Requests Register is in the Appendices. |
| **12.** | **Non‑conformance Reports (NCRs)** |
|  |
| The Non‑conformance Reports Register is in the Appendices. |
| **13.** | **Traffic** |
|  |
| **14.** | **Environmental** |
|  |
| **15.** | **Construction Workplace** |
|  |
| **16.** | **Community Liaison** |
|  |
| **17.** | **Design Reviews** |
|  |
| **18.** | **Principal Supplied Materials** |
|  |
| **19.** | **Contractor Issues / Complaints** |
|  |
| **20.** | **Blasting** |
|  |
| **21.** | **Conclusion** |
| It is anticipated that the Date for Practical Completion will be [insert text here]. |
| As seen in Table 2 the budget will be sufficient to complete the Contract Works / may require additional funding in the amount of $[insert text here] to complete the Contract Works / will require additional funding in the amount of $[insert text here] to complete the Contract Works. |
| **Table 2 – Original, Actual, Forecast and Program Approved Project Costs** |
| $ | Original Estimate | Actual to (date) | Forecast Total | Program Approval |
| Contract Costs |  |  |  |  |
| Principal’s Materials |  |  |  |  |
| Departmental Costs |  |  |  |  |
| **TOTAL** |  |  |  |  |
| Staffing levels for the administration of this Contract are sufficient/insufficient to certify the Works to the required standard. The experience of the Administration team is sufficient/insufficient to certify the Works to the required standard. Areas that require addressing are: |
|  |