[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: Workshop Drawings Suitability – Clause 8.7**

Under Clause 8.7 Workshop Drawing, of the *General Conditions of Contract*, I am advising you that your workshop drawings are deemed **[delete as appropriate]** suitable / suitable subject to the following amendments: [Insert Amendments].

The deeming of the workshop drawings as suitable by myself shall not relieve you of any responsibility for the accuracy of such drawings or for all related safety, traffic management and/or environmental management matters.

**OR:**

Under Clause 8.7 Workshop Drawings, of the *General Conditions of Contract*, I am advising you that your workshop drawings are deemed not suitable for the following reasons: [Insert Amendments].

I therefore direct you to provide amended or new workshop drawings that fully conform to all the requirements of Clause 8.7 of the *General Conditions of Contract*. Under Clause 8.5 Supply of Documents by Contractor, of the *General Conditions of Contract*, the drawings are to be submitted within five Business Days of receipt of this notice.

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]