[Insert date]

|  |  |
| --- | --- |
| To: | Administrator |

|  |
| --- |
| Dear [Insert title] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notification of Deficiencies of Material Supplied by the Principal |

In accordance with Clause 29.7 of the *General Conditions of Contract*, I hereby advise there were deficiencies, as listed below, in the Material Supplied by the Principal.

|  |  |
| --- | --- |
| (1) Date Supplied: | [type here] |
| Description: | [type here] |
| Quantity Requested: | [type here] |
| Quantity Supplied: | [type here] |
| Defects: | [type here] |

In accordance with our notification dated (2) [type here], this material is required to be replaced no later than (3) [type here]. Failure to replace the materials as provided under the Contract may result in a claim for extension of time and delay costs.

Yours sincerely

[Insert name]

**Contractor**

|  |
| --- |
| 1. Insert details of deficiency. 2. Insert latest date of notification as per SL152. 3. Insert date required.   Note:  This notice must be given by the Contractor within five Business Days of receipt of the Principal Supplied Material |