[Insert date]

[Insert name]

[Insert address line 1]

[Insert address line 2]

|  |
| --- |
| Dear [Insert name] |

|  |  |
| --- | --- |
| **Contract Number** | [Insert Contract number] |
| **Project Name** | [Insert Project name] |

**Re: Pricing the Variation - Clause 40.3 General Conditions of Contract**

In accordance with Clause 40.3 of the General Conditions of Contract, please provide me with a detailed quotation for the work of the following variation:

* [Insert details]

Please support your quotation with measurements and other evidence of cost, such as:

* [Insert details]

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]