[Insert date]

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

|  |
| --- |
| Dear [Mr/Sir/Miss/Ms, etc.] |

|  |
| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Notice of Omission of Item from Schedule of Rates |

Under Clause 3 of Annexure B, Commercial Framework, of the *General Conditions of Contract*, I hereby inform you there is an error in the Schedule of Rates as it omits the following item(s).

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Omitted Item** | **Rate** | **Adjustment** |
| (1) | [type here] | $ [type here] | $ [type here] |

Accordingly, I claim the sum of (2) $[Insert], being the value of the omitted item(s) valued in accordance with Clause 40.5 of the *General Conditions of Contract*.

Yours sincerely

**Contractor**

|  |
| --- |
| 1. Complete as appropriate.
2. Insert amount of claim.

Note: Value of the Schedule of Rates Item must exceed $2,000.00 as per Annexure B, Commercial Framework, Clause 3. It may be appropriate to include detailed reasons. If less than $2,000.00, the work is considered minor. |