[Insert date]

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

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

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| --- |
| [Contract no.] |
| [Road name] |
| [Local government name] |
| Claim for Daywork |

Under Clause 41 of the *General Conditions of Contract*, I am attaching particulars of time sheets, wage sheets, invoices, receipts and other documents supporting the cost of Daywork.

(1) I also confirm evidence of the cost of Daywork(s) was provided to you as follows: (2) [type here].

Accordingly, I claim the sum of $ (3) [type here] as payment for the Daywork(s), as set out and attached (4) [type here].

Yours sincerely

**Contractor**

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| 1. Delete if not appropriate. 2. Insert details of dates and information provided. 3. Insert amount of claim. 4. Attach details as required by Clause 41, especially sub-paragraph (b) |