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| --- | --- | --- |
| **C6939** | **Contract Number:** | Type here |
|  |
| To | Type here | RPD number | Type here |
|  |  | Email/fax number | Type here |
|  |  | Total no. of pages | Type here |
| Attention | Type here |
| Sender’s name | Type here |
| Sender’s phone number (if transmission errors) | Type here |
|  |
| The following matter is referred to the Principal’s Delegate: |
| 1 | Progress Payment Certificate – for your action |[ ]
| 2 | Variation Order – for execution |[ ]
| 3 | Approval of Extension of Time – for execution |[ ]
| 4 | Direction/Reply to Request for Information – for execution |[ ]
| 5 | Public Utility Plant Conflict report – for your direction |[ ]
| 6 | For your information – for comment/review |[ ]
| Please return executed documents or your direction to Principal’s Delegate 2 within two working days. |[ ]
| Description of documents/requirements |
| Type here |

|  |
| --- |
| Recommendation |
| For and on behalf of the Principal |
| Name/Position | Signature | Date |
| Type here |  | Type here |