14 October 2019

[Superintendent’s address]

# [Project name]

# Delay Claim No.[Insert]

# [Insert brief description of delay]

Further to our Notice of Delay No. [insert] dated [insert], this notice sets out our claim in respect of this delay.

## EOT claim

We claim an extension of time to the date for practical completion, as follows:

|  |  |
| --- | --- |
| **EOT claim** | |
| **Working days** | **Calendar days** |
| [insert] | [insert] |

OR

|  |  |  |
| --- | --- | --- |
| **EOT claim** | | |
| **Separable portion** | **Working days** | **Calendar days** |
| [insert] | [insert] | [insert] |
|  |  |  |
|  |  |  |

Please note that the claim in calendar days is based on the current construction program (including the existing working hours and days of work).

## Delay damages

We claim $\_\_\_\_\_\_\_ for delay damages, as detailed below.

|  |  |  |
| --- | --- | --- |
| **Item** | **Quantity** | **Cost** |
| [insert] |  | [insert] |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total delay damages** |  | [insert] |
|  |  |  |
|  | **Plus GST** | $[insert] |
|  |  |  |
|  | **Total Including GST** | $[insert] |

Relevant supporting information is attached.

## Facts supporting the EOT and delay damages claim

[Ideally, this explanation should be supported by an impacted program that clearly demonstrates the effect of the delay. Include any other explanation or information that may be required to justify your claim.]

## Prevention and mitigation

To prevent and/or mitigate the delay, we have:

* [insert]

Yours faithfully