**User Guidance**

This template letter is for use in managing standard form Infrastructure Advisory Services Contracts (short and long form) and forms part of the **Infrastructure Advisory Contract Framework** which is recommended for use byNSW Government buyers of Infrastructure Advisory Services.

The standard form templates are available here: <https://info.buy.nsw.gov.au/resources/infrastructure-advisory-services>

**Preparing the letter**

Insert the sample letter text on the following page onto the Principal’s letterhead.

Instructions are provided throughout the template and highlighted in yellow. Complete all instructions and then delete all highlighting.

**Issuing this letter**

A person who holds the appropriate delegated authority from the Principal must approve the issuing of this notice.

Ensure that this notice is served promptly on the Service Provider, at its current registered business address set out in the Key Contract Terms (or if an updated address has subsequently been notified by the Service Provider, to that updated address).

The notice should be delivered by hand or by email. Obtain evidence of the time and date of receipt. Normal postal services should not be relied upon for this notice.

# Variation Order

## Sample text for notice to be inserted on Principal’s letterhead

|  |
| --- |
| insert date The Service Provider:insert Service Provider’s name insert Service Provider‘s ABNinsert Service Provider‘s addressAttention: insert name of Service Provider’s Authorised Person**Variation Order** Dear [insert] **insert Contract nameContract No. insert Contract No.****Variation number insert the Variation number: insert a brief description**This is a direction under clause [insert 7.2 if Short Form contract or 8.2 if Long Form contract] of the [insert Contract name] dated [insert date of contract] between [insert Principal’s name] and [insert Service Provider name] (the **Contract**) to carry out a Variation. [The Principal acknowledges receipt of your Variation Proposal dated X] *[delete if not applicable]*The Principal hereby directs Service Provider to carry out the following Variation:[insert details of the Variation. Refer to any attached drawings and technical specifications]The Principal confirms that [delete whichever option does not apply] [option 1] the adjustment to the Upper Limiting Fee (if applicable) and the Fee as set out in the Variation Proposal is agreed and the Upper Limiting Fee (if applicable) and the Fee will be adjusted accordingly [option 2] any adjustment to the Upper Limiting Fee (if applicable) and the Fee will be determined in accordance with clause [insert 7.3 if Short Form contract or 8.3 if Long Form contract]. Please start work by insert an appropriate date for the Variation work to start.Yours sincerely,» insert the name of the Principal’s Authorised PersonPrincipal’s Authorised Person |