**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.

# Notice of Suspension of the Service Provider’s Services

## 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**Notice of Suspension for Service Provider’s Services**Dear [insert] **insert Contract nameContract No. insert Contract No.**This is a direction under clause [insert 5.3(a) if Short Form contract or 6.7(a) 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**). All expressions used in this letter which appear in the Contract have the same meaning as given to them in the Contract. The Service Provider is hereby directed to suspend the carrying out of the insert sufficient details of the parts of the Services to be suspended referring to the Key Contract Terms and Scope of Services Schedule in the Contract or insert “all Services under the Contract”] (**Suspended Services**). [insert if the Service Provider has caused the suspension] The suspension has been caused by your act or omission, namely [insert reasons for suspension cause by Service Provider].Please do not resume work carrying out the Suspended Service until [date / until the Principal instructs you to do so].[Use this sentence only if the suspension is NOT caused by the Service Provider. If the Service Provider has caused the need for the suspension, delete this sentence] Please advise what unavoidable costs you consider will be incurred due to this instruction, within 10 [or insert other appropriate timeframe] Business Days.Yours sincerely,» insert the name of the Principal’s Authorised PersonPrincipal’s Authorised Person |