[DATE]

[NAME]

[CORRECT LEGAL NAME OF CONTRACTOR]

[ADDRESS]

[CITY] [STATE] [POST CODE]

Email: [EMAIL ADDRESS (IF SENDING BY EMAIL)]

‍

**[INSERT CONTRACT NAME]**

**CONTRACT NO. [INSERT CONTRACT NUMBER]**

NOTICE OF SUCCESSFUL QUOTATION

[COUNCIL NAME] refers to your quotation dated [DATE] (as amended, if at all, by negotiations between the parties) in the amount of $[AMOUNT] (excluding GST) and confirms that the parties have reached agreement for the you to carry out the services described in the enclosed contract (‘Contract’) on the terms and conditions contained within the Contract.

[DEFAULT OPTION - USE WHERE BOTH PARTIES WILL SIGN SEPARATE COPIES OF THE CONTRACT AND EMAIL A COPY OF THE EXECUTION PAGE TO THE OTHER. NO HARD COPY CONTRACTS WILL BE SIGNED]Please print a complete copy of the Contract, execute the formal instrument of agreement and send a scanned copy of the signed execution page of the Contract to [INSERT RELEVANT OFFICER] at [EMAIL ADDRESS] by no later than [TIME] on [DATE]. You must not carry out any work in connection with the Contract unless and until you have executed the Contract and emailed the signed execution page to the email address noted above.[END OPTION 1]

[ALTERNATIVE OPTION 1 - USE WHERE AN ELECTRONIC COPY OF THIS NOTICE AND THE CONTRACT IS SENT, WITH THE CONTRACTOR TO PRINT, SIGN AND RETURN TWO COPIES OF THE CONTRACT]Please print the Contract in duplicate, execute both copies of the Contract where indicated, and return both copies to [INSERT RELEVANT OFFICER] at [ADDRESS] by no later than [TIME] on [DATE]. You must not carry out any work in connection with the Contract unless and until you have executed the Contract.[END ALTERNATIVE OPTION 1]

[ALTERNATIVE OPTION 2 - USE WHERE BOTH PARTIES WILL SIGN SEPARATE COPIES OF THE CONTRACT AND EMAIL A COPY OF THE EXECUTION PAGE TO THE OTHER. EACH PARTY WILL THEN SEND THE EXECUTED HARD COPY TO THE OTHER]Please:

* print a complete copy of the Contract;
* execute the formal instrument of agreement;
* send a scanned copy of the signed execution page of the Contract by email to [INSERT RELEVANT OFFICER] at [EMAIL ADDRESS] by no later than [TIME] on [DATE]; and
* send the complete, executed hard copy of the Contract to [INSERT RELEVANT OFFICER] at [ADDRESS] by no later than [TIME] on [DATE].

You must not carry out any work in connection with the Contract unless and until you have executed the Contract and emailed the signed execution page to the email address noted above.[END ALTERNATIVE OPTION 2]

[ALTERNATIVE OPTION 3 - USE WHERE A HARD COPY OF THIS NOTICE IS SENT WITH TWO HARD COPIES OF THE CONTRACT ATTACHED]Please execute both copies of the Contract where indicated, and return both copies to [INSERT RELEVANT OFFICER] at [ADDRESS] by no later than [TIME] on [DATE]. You must not carry out any work in connection with the Contract unless and until you have executed the Contract.[END OPTION 3].

[COMPLETE OR DELETE AS REQUIRED]Please note that:

* the Principal’s purchase order number for this contract is [INSERT PO#];
* a pre-start meeting will be held [INSERT, DATE, TIME AND PLACE OR STATE 'AT A TIME AND PLACE TO BE AGREED']; and
* the Principal's Representative for this Contract is [INSERT NAME] who can be contacted on [INSERT CONTACT DETAILS].

We look forward to working with you towards the successful completion of this project.

Yours faithfully,

[INSERT NAME]

[INSERT TITLE]

Encl: Contract (in duplicate)