APPENDIX TWO
DRAFT NOTICES OF DELAY

(1) Dear Sir

We are writing pursuant to the requirement of Clause 25.2.1 of the contract between our respective companies to notify you of the following event:

- instructions to replace timber window frames with UPVC window frames

which we believe is likely to delay the progress of the works because

- these components are on a 6 week delivery period; and
- installation of these components is schedule to take place 4 weeks from today

We believe that this will delay the progress of the works as a whole because this work is essential to achieving water-tightness of the building. Hence, we consider this to be a relevant event for the purpose of Clause 25.4.5.1 of the contract. Our present estimate of the extent of the delay is 2 weeks.

Yours faithfully

(2) Dear Sir

Because of the instructions to omit timber windows and replace them with UPVC windows, our works are likely to be delayed, and we anticipate that since we are scheduled to instal the windows in 4 weeks time, even though the UPVC windows are on a 6 week delivery, this delay will be 2 weeks.

Yours faithfully