

NEC4 · CLAUSE 61

Compensation Event. Notification

A clause-anchored CE notification template. Three sentences, structured for a paper trail that survives an adjudication.

Communication header

From: [Contractor / PM]
To: [PM / Contractor]
Reference: CE-XXX
Date of communication: [DD Month YYYY]
Subject: Notification of a compensation event under clause 61.3. [short event description]

Notification body

1. Pursuant to clause 61.3 of the contract, the Contractor notifies the Project Manager of a compensation event under clause **60.1**() of the contract.
2. The event is described as: [one-sentence factual description of the event]. The Contractor became aware of the event on **[DD Month YYYY]**, recorded in the Early Warning Register entry [reference], and this notification is given within the eight-week period required by clause 61.3.
3. The Contractor will submit a quotation in accordance with clause 62 within three weeks of the date the Project Manager notifies a decision under clause 61.4 / 61.5, identifying the change to the Prices, the Completion Date and any Key Dates, and the assumptions on which the quotation is based.

Three sentences. Each one names a clause. Each one names a date. Anything more risks getting argued; anything less risks rejection on form.

Sign-off

[Name and role of authorised representative]