Annex 3

Template Notice Receipt

*[When hand delivering any notice under the contract, the Commissioner should complete this receipt in duplicate ensuring that one copy of the completed document is retained by the contractor and the other retained on the Commissioner's file.]*

Commissioner reference:

[*insert date*]

I [*insert name of Commissioner representative*] confirm that I have today at [*insert the time of delivery*] hand delivered a letter of notice to [*insert contractor's name*] in respect of their [*GMS/PMS/APMS*] [*contract/agreement*] dated [*insert* *start* *date* *of* *contract*] (the "Contract") on behalf of the Commissioner, [*insert address of Commissioner offices*].

Please ensure that the recipient completes the section below upon receipt:

I, [*insert name of contractor*] hereby acknowledge receipt of a hand delivered letter of notice from the Commissioner in respect of my Contract.

Signature ……………………………………………………………….

Date of receipt ……………………………………………………………….

Practice Stamp