



BACKCHARGE NOTICE

Notice to Correct and Intent to Backcharge

For Main Contractor to Subcontractor

1	SENDER INFORMATION	2	RECIPIENT INFORMATION
Company Name _____		Subcontractor Name _____	
Address _____		Attention _____	
Contact Person _____		Email / Phone _____	
Email / Phone _____		Subcontract No. _____	
3	PROJECT INFORMATION	4	NOTICE INFORMATION
Project Name _____		Notice Reference _____	
Project No. _____		Date Issued _____	
Site Location _____		Subject _____	
Work Package _____			
5	DESCRIPTION OF ISSUE		
<i>Describe the defective work, incomplete work, damage, delay, or noncompliance.</i>			
6	CONTRACTUAL BASIS		
Relevant Clause _____			
Drawing / Specification / Instruction Ref. _____			
7	REQUIRED CORRECTIVE ACTION		
<i>State the corrective work required.</i>			
8	CORRECTION DEADLINE	9	NOTICE OF POTENTIAL BACKCHARGE
Commence By _____		If the required corrective action is not completed within the stated period, the Main Contractor may carry out the work using its own resources or others and may recover the reasonable resulting costs from the Subcontractor in accordance with the Subcontract.	
Complete By _____			
Access / Coordination Notes _____			
10	SUPPORTING RECORDS		
☐ Site Instruction ☐ NCR ☐ Photographs ☐ Drawings ☐ Daily Reports			
11	SUBCONTRACTOR RESPONSE		
12	AUTHORIZATION		
Issued By _____ Signature _____ Date _____			