[Your company name and logo]

# Notification of a Compensation Event

NEC4 Engineering and Construction Contract: Contractor's notification

| | | | |
|---|---|---|---|
| **To (Project Manager)** | | **From (Contractor)** | |
| **Project** | | **Contract** | |
| **CE notification ref** | | **Date of notification** | |
| **Date the Contractor became aware** | | **Linked early warning ref** | |

## 1. The event

[Describe the event that has happened or is expected to happen.]

## 2. Clause relied on

[State the clause under which the event is a compensation event, for example 60.1(1) for an instruction changing the Scope.]

## 3. Effect

[Describe the expected effect on the Prices, Completion and any Key Date.]

## 4. Early warning

[State whether an early warning was given and when. If not, explain why.]

## 5. Timing

This notification is given within eight weeks of the Contractor becoming aware that the event has happened, as clause 61.3 requires, unless the Project Manager should have notified the event and did not.

## Project Manager reply (for the Project Manager to complete)

| Decision | Date | Signed |
|---|---|---|
| | | |
| | | |

## Sign off

| Role | Name | Signature | Date |
|---|---|---|---|
| Contractor | | | |

*Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.*