

From (subcontractor): Example Joinery Pty Ltd**NOTICE OF DELAY / EOT CLAIM**ABN: 00 000 000 000Ref No: EOT-03To (builder / head contractor): Example Builder Pty LtdDate: 16/10/2026Project: Example Street Apartments, Stage 2Subcontract ref: SC-EX-0042Attention: B. Example (site manager)Subcontract clause(s) relied on: cl 34 (extension of time)**THIS DOCUMENT IS**☐ Notice of delay ☐ Claim for an extension of time ☒ Both**THE DELAY**Delay started (or expected) on: 13/10/2026Still continuing (yes / no): NoDelay ended on (if it has): 15/10/2026Work affected (area / activity): Level 4 door frames**CAUSE OF THE DELAY**

What caused the delay, where it came from, and why it is not a delay caused by us.

Level 4 wall framing by others was not complete when our crew arrived on 13/10/2026 (site manager confirmed on site, 7:10 am). Frames could not be installed until framing was signed off on 15/10/2026.

EFFECT ON OUR WORK AND THE PROGRAMME

Which of our activities are held up, the programme dates affected, and what we have done to reduce the delay.

Door frame installation on Level 4 moved from 13–14/10 to 15–17/10; Level 4 hanging moves by 3 days.

Crew redeployed to Level 2 skirting on 13–14/10 to reduce lost time.

EXTENSION OF TIME CLAIMEDWorking days claimed: 3 From: 13/10/2026 To: 15/10/2026**EVIDENCE ATTACHED**

Site diary entries, issue records, photos, instructions, correspondence and programme extracts.

Site diary 13–15/10/2026; issue record IS-EX-118 with 6 photos; site manager email 15/10/2026.

NOTICE — CHECK YOUR SUBCONTRACT FOR THE TIME LIMIT

Most subcontracts set a time limit, a form and required content for notices of delay and extension of time claims, and some say a late claim is lost. Check the delay and extension of time clauses before you send this, and where the value or risk is significant, obtain advice from a construction lawyer.

ISSUED AND RECEIVED**ISSUED BY (SUBCONTRACTOR)**

(signed)

Name: A. Sample (director)Date: 16/10/2026**RECEIVED BY (BUILDER / HEAD CONTRACTOR)**

Name: _____

Date: _____