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| Letter to extend or renew a contract |
| Insert subtitle of fact sheet maximum one line |

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| INSTRUCTIONS FOR USING THIS DOCUMENT(THIS PAGE IS TO BE DELETED BEFORE SENDING TO SUPPLIER):This is a letter to extend the term of a contract, or to renew a contractIf the Customer is renewing a Supplier’s contract (i.e. entering into a new contract), then both parties must sign the letter (see Example 1).If the Customer is exercising an option to extend a contract and they can do that by giving the Supplier written notice (i.e. no need for the Supplier to agree), then the letter only needs to be signed by the Customer (see Example 2).If the Customer wishes to extend a contract and there is no extension option (or the extension is for a period that is different to any extension option), then the letter must be signed by both the Customer and Supplier as it is a variation to the Contract (see Example 3).The Customer needs to fill out all yellow highlighted sections with details of the Customer’s requirements.To assist Customers, the template includes examples of how to set out any variations.The Customer is to finalise the document in the form of a letter on letterhead, and delete all highlighting before giving the Supplier the letter of extension/renewal. If you would like further guidance about extending or renewing a contract, there are [FAQ's](http://www.hpw.qld.gov.au/Procurement/Buyers/HowToBuy/PolicyAndGuidance/ContractManagement/Pages/ExtendingRenewingContracts.aspx) on the Department of Housing and Public Works website. See also the [Checklist for Contract Extensions/Renewals](http://www.hpw.qld.gov.au/aboutus/ReportsPublications/Guidelines/Pages/ContractManagementGuidelines.aspx) referred to in the [Queensland Government Contract Management Framework](http://www.hpw.qld.gov.au/Procurement/Buyers/HowToBuy/PolicyAndGuidance/ContractManagement/Pages/default.aspx). |

**<<Print on Customer/Principal letterhead>>**

Dear <<Supplier contact name>>

**<<Extension/Renewal>> of <<Contract title and reference number>>**

This letter confirms the <<extension/renewal>> of the Contract on the terms set out below.

## General information

| No. | Topic | Details |
| --- | --- | --- |
|  | **Customer/Principal** | Name: <<insert>>  ABN or ACN: <<insert>> |
|  | **Supplier** | Name: <<insert>>  ABN or ACN: <<insert>> |
|  | **Contract** | Contract title: <<insert>>  Contract reference number: <<insert>> |

## Contract <<extension/renewal>>

<<Customer to set out the term of the extension/renewal. Select from the options below.>>

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| **Example 1 – Customer wants to enter into a new Contract**  The parties agree to enter into a new contract for a period of <<X years/months>> effective from <<insert start date for renewed Contract>>.  The terms and conditions of the renewed contract are attached. <<Customer must attach a copy of the new contract in full (e.g. Contract Details and attach or refer to applicable terms and conditions)>>. If the Supplier agrees, please sign and return the attached contract to <<name>> by email to <<email address>> in a scanned format.  If you need more information or would like to discuss this matter further, please contact <<name>> on <<phone number>> or at <<email address>>  Yours sincerely  <<Customer/Principal signature block>> |

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| **<<Example 2 – Customer is exercising an extension option in the Contract (and Supplier does not have to sign/agree to extension>>**  The Customer gives notice that it wishes to exercise the option to extend the term of the Contract for <<X years/months>> to <<insert new date where contract is due to expire>>, in accordance with clause <<insert clause no. where extension option appears in the Contract>> of the Contract.  If you need more information or would like to discuss this matter further, please contact <<name>> on <<phone number>> or at <<email address>>  Yours sincerely  <<Customer/Principal signature block>> |

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| **<<Example 3 – Customer wants to extend the Contract where there is no extension option, or for a period that is different to any extension options in the Contract.>>**  In consideration of the parties’ mutual promises and for other good and valuable consideration, the parties agree to vary the Contract as follows:   1. The parties agree to extend the term of the Contract for <<X years/months>> to <<insert new date where contract is due to expire>>.   <<If there are no other changes to the terms and conditions then insert: “All other terms and conditions of the Contract remain unchanged.”>>  <<If there are other amendments to the Contract that apply to the extended term, then insert:   1. The following amendments to the terms and conditions of the Contract apply to the period of the Contract extension:   <<Example 1 - “*Clause [no.] is deleted and replaced with the following*:   [insert new clause]” >>  <<Example 2 – “*Clause [no.] is amended as follows*:   [insert existing clause showing changes. Underline new text. ~~Strikethrough~~ deleted text]>>  <<Example 3 – “*Insert new clause [no.] as follows*:   [insert new clause]>>  <<Example 4 - Insert a table setting out the amendments>> Acknowledgment If the Supplier agrees to the Contract extension, please sign below and return it to <<name>> by email to <<email address>> in a scanned format.  If you need more information or would like to discuss this matter further, please contact <<name>> on <<phone number>> or at <<email address>>  Yours sincerely  <<Customer/Principal signature block>>  **Supplier’s Agreement**  <<Supplier name>> agrees to the extension of the Contract as detailed in this letter.   |  |  |  |  | | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | Date ……………………………………..  **EXECUTED** for and on behalf of:    Name of **Supplier**  by its authorised representative, in the presence of:    Signature of witness    Name of witness (block letters)    Address | )  )  )  )  )  )  )  )  )  )  )  )  )  )  ) | Signature of authorised representative  By executing this letter the signatory warrants that the signatory is duly authorised to execute this letter of extension on behalf of the Supplier    Name of authorised representative (block letters)    Position of authorised representative | | |