

# COMPLETION NOTICE

Contract Number:

Date:

## PARTIES

### Builder

Company Name:

ABN:

### Notice details:

Address:

Attention to:

Email:

### Customer (s)

Name (s):

### Notice details:

Address:

Attention to:

Email:

## SITE ADDRESS

Address:

## NOTICE TO CUSTOMER

Completion was reached on:

The Builder certifies that the Works have reached Completion. All Works are complete except for minor defects or omissions, the rectification of which does not prevent the Works from being used for their intended purpose. If no defects have been identified, the Builder does not consider there to be any minor defects or omissions in the Works.

The final progress claim is now due (invoice attached). Once final payment is made in accordance with the attached invoice by the Customer to the Builder, the Builder will permit the Customer to take control and possession of the Works for their intended purpose and will instruct the Customer on the proper maintenance of the Works and associated equipment at a time convenient for both parties.

### Signed by or on behalf of the Builder:

Signature:

Date of signature:

ORIGINAL - BUILDER

1ST COPY - SUPERVISOR

2ND COPY - CUSTOMER