LICENCE ADDENDUM INSPECTION REPORT

THIS FORM IS TO BE COMPLETED WHENEVER A PROJECT IS INSPECTED SUBSEQUENT TO EITHER A PROGRESS OR FINAL INVOICE (FS 527). WHEN AN ADJUSTMENT TO AN INVOICE IS INDICATED, THIS FORM WILL BE USED TO AUTHORIZE THE ADJUSTMENT.

NAME AND ADDRESS OF LICENSEE

LICENCE/AGREEMENT NUMBER

PROJECT TYPE/ACTIVITY

PROJECT NAME/NUMBER

LOCATION OF INSPECTION

INSPECTOR(S) NAME TELEPHONE NO.

INSPECTION

TYPE OF INSPECTION

EITHER

☐ **FOR A PROGRESS INVOICE** FROM: Y M D TO: Y M D

THE WORK CLAIMED FOR HAS BEEN COMPLETED IN A TIMELY MANNER TO THE STANDARDS SET OUT IN THE ADDENDUM AND ANY SUBSEQUENT AMENDMENTS, AND THE PORTION CLAIMED MATCHES THE PORTION OF THE TOTAL PROJECT COMPLETED AT INSPECTION.

☐ YES — FURTHER COMMENT OPTIONAL

☐ NO — DOCUMENT AND COMMENT ON DEFICIENCIES

☐ **FOR A FINAL INVOICE** THE LICENSEE CONTEMPLATES NO FURTHER WORK ON THIS PROJECT.

THE WORK CLAIMED FOR HAS BEEN COMPLETED IN A TIMELY MANNER TO THE STANDARDS SET OUT IN THE ADDENDUM AND ANY SUBSEQUENT AMENDMENTS.

☐ YES — FURTHER COMMENT OPTIONAL

☐ NO — DOCUMENT AND COMMENT ON ALL REMEDIAL STEPS UNDERTAKEN TO RECTIFY THE SITUATION, AND WHAT FUTURE ACTION IS RECOMMENDED

WORK OUTSTANDING -- DESCRIBE AND COMMENT, PLUS ATTACH SUPPORTING DOCUMENTS ATTACHED DOCUMENT NO.

RECOMMENDATION OF INSPECTOR(S): ☐ CONFIRM INVOICE ☐ DIRECT LICENSEE TO RECTIFY DEFECTS (If defects are not corrected, the Licence deposit shall be debited.) ☐ ADJUST INVOICE AS NOTED BELOW

SIGNATURE(S) OF INSPECTORS:

DATE INSPECTED: Y M D

INVOICE ADJUSTMENT

SUBSEQUENT TO A PROGRESS INVOICE

AFFECTED INVOICE DATE Y M D

INVOICED AMOUNT $.

ADJUSTMENT (+ or -) $.

NET PAYMENT DUE $.

ADJUST INVOICE: ☐ WHERE THE "NET PAYMENT DUE" IS POSITIVE (+) BUT DOES NOT AGREE WITH THE INVOICED AMOUNT, PAY ONLY "NET PAYMENT DUE".

SUBSEQUENT TO A FINAL INVOICE

FINAL INVOICE DATE Y M D

TOTAL OF ALL PROJECT INVOICES AND PREVIOUS ADJUSTMENTS $.

FINAL ADJUSTMENT (+ or -) (from above inspection) $.

PROJECT TOTAL $.

LESS AMOUNTS PREVIOUSLY PAID (-) $.

NET PAYMENT DUE $.

REFUND REQUESTED: ☐ WHERE THE "NET PAYMENT DUE" (ABOVE) IS NEGATIVE (-), A REFUND OF MONIES PAID IS REQUESTED. WHERE THIS REFUND IS NOT FORTHCOMING AS PER THE ADDENDUM AGREEMENT (FS 517), THE LICENCE DEPOSIT SHALL BE DEBITED.

ABOVE-NOTED DEFICIENCIES OR CHANGES MUST BE IMPLEMENTED ON A PROPER ADDENDUM INVOICE, BILL, INSTRUCTION LETTER OR OTHER APPROPRIATE DOCUMENT. THIS DOCUMENT IS FOR CALCULATION, SUPPORT AND JUSTIFICATION OF THOSE CHANGES ONLY, AND IS NOT TO BE USED AS AN INVOICE, BILL OR INSTRUCTION LETTER ON ITS OWN.

	SIGNATURE	NAME	DATE Y M D	LICENCE ADDENDUM NO.
MINISTRY SPENDING AUTHORITY				