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| PSP 4 – Early Warning Notice |
| **Project Data** |
| Title |  |
| Project Manager |  |
| Client |  | Early Warning Number | **EWN-XXX-YYY** |
| Client Reference |  |
| Item | Early Warning Notification Form | Early Warning Notification To: |
| Name |  |  |
| Position  |  |  |
| Contractor |  |  |
| Address |  |  |
| Telephone Number |  |  |
| Mobile Number |  |  |
| Email |  |  |
| **Details of Early Warning Notice** |
| Date of Issue |  |
| Response required within |  | Working days |
| Related Early Warnings Notices |  |
| Date at which Consultant became aware of event | Click or tap to enter a date. |  |
| Event Title |  |
| Description |  |
| **Implications of Event** |
| Anticipated effect |  |
| Increase the total of the Prices | YES [ ]  | NO [ ]  |
| Delay Completion | YES [ ]  | NO [ ]  |
| Impair the performance of the works/services  | YES [ ]  | NO [ ]  |
| Adversely affect the Consultant’s performance | YES [ ]  | NO [ ]  |
| Early Warning Meeting instructed: | YES [ ]  | NO [ ]  |
| Consultant Project Manager signature |  | Name: |  |
| Date | Click or tap to enter a date. |  |
| **Acknowledgement of Early Warning:** |
| From: | Click or tap to enter a date. | To: | Click or tap to enter a date. |
| Early Warning Meeting Instructed | YES [ ]  | NO [ ]  |
| **Signature** |  | Date: | Click or tap to enter a date. |
| Early Warning Meeting held: | YES [ ]  | NO: [ ]  |
| Minutes of Meeting/Comments: |  |
| **Signature:** |  | Date: | Click or tap to enter a date. |