

Price Increase Notice — Template

For Australian mining, engineering and field service contractors. Replace every [bracketed] field. Send at least 30–90 days before the effective date, and check your contract for the required notice period and rise-and-fall mechanism.

[Your company name] | ABN [ABN] | [Address] | [Phone] | [Email]

[Date]

[Client name]
[Client company]
[Position / Category Manager – Contracts & Procurement]
[Site / Address]

Notice of Price Adjustment — effective [effective date]

Dear [Client name],

Thank you for the work [Client company] has entrusted to us over the past [period]. Across [contract / PO reference], our crews have delivered [X] jobs / [X,XXX] hours with [X] recordable injuries and [XX]% on-time completion. We value the relationship and intend to keep supporting your operation for the long term.

This letter provides formal notice that our rates under [contract / PO reference] will be adjusted by an average of [X.X]%, effective [effective date] ([XX] days from the date of this notice, in line with clause [X.X] of our agreement).

Why the adjustment is required

The adjustment reflects verifiable input cost movement since our last review on [date of last increase]:

Cost driver	Weighting of our cost base	Movement since [date]	Source
Labour (EBA / award increase)	[XX]%	[+X.X]%	[Fair Work / EBA]
Superannuation guarantee	[X]%	[+X.X]%	[ATO]
Workers' compensation premiums	[X]%	[+X.X]%	[Insurer notice]
Consumables & materials	[XX]%	[+X.X]%	[Supplier notices]
Fuel & freight	[X]%	[+X.X]%	[AIP / supplier]
Equipment & maintenance	[X]%	[+X.X]%	[Internal data]
Weighted average	100%	[+X.X]%	

We have absorbed [X.X]% of this movement through [productivity gains / scheduling efficiency / reduced rework / lower travel]. The balance is what we are passing through.

Revised rate schedule

Line item	Current rate (ex GST)	New rate (ex GST)	Change
[Trade] – ordinary hours	\$[]/hr	\$[]/hr	[+X.X]%
[Trade] – overtime	\$[]/hr	\$[]/hr	[+X.X]%

Line item	Current rate (ex GST)	New rate (ex GST)	Change
[Trade] – shutdown / night	\$[]/hr	\$[]/hr	[+X.X]%
Supervisor	\$[]/hr	\$[]/hr	[+X.X]%
Service vehicle / day rate	\$[]/day	\$[]/day	[+X.X]%
Consumables / margin on parts	[XX]%	[XX]%	[+X.X]%

What is not changing

- Scope, response times and availability commitments under [contract reference].
- Mobilisation, travel and accommodation rates ([held / unchanged until [date]]).
- Our insurance, competency, ticketing and compliance obligations.
- Your nominated supervisors, crews and account contacts.

Value we are adding at the new rate

- [Digital pre-starts, SWMS and ITPs supplied with every job pack]
- [Same-day labour and parts capture, so variations are evidenced before they are disputed]
- [Live job tracking and weekly cost-to-complete reporting]
- [Guaranteed [X]-hour breakdown response within [region]]

Next steps

Quotes already issued and accepted before [effective date] will be honoured at the existing rates. Any work orders raised on or after [effective date] will be at the revised schedule. I am available to walk through the cost build-up with you and your procurement team at any time — please contact me on [phone] or [email].

Thank you again for your continued partnership.

Yours sincerely,

[Name]

[Position]

[Company] | [Phone] | [Email]

Short email version

Subject: Rate adjustment notice — [Company] / [Contract ref] — effective [date]

Hi [Name],

Formal notice attached: our rates under [contract ref] increase by an average of [X.X]% from [effective date], which is [XX] days' notice under clause [X.X].

The driver is [labour EBA increase of X.X% + insurance premium increase of X.X%]; we have absorbed [X.X]% internally. Scope, response times and mobilisation rates are unchanged, and quotes accepted before [effective date] are honoured at current rates.

Happy to walk your procurement team through the cost build-up — I can send the line-by-line breakdown or take 20 minutes any time this week.

Thanks,
[Name]

Pre-send checklist

- Contract checked for notice period, rise-and-fall clause and CPI/index mechanism.
- Increase evidenced with at least three verifiable external cost drivers.
- Portion absorbed internally quantified and stated.
- Effective date gives the client a full budget cycle where possible.
- Existing quotes and accepted work orders grandfathered.
- Performance data (safety, on-time, rework, response time) included.
- Sent to the contract owner AND the procurement / category manager.
- Follow-up call booked within 5 business days of sending.
- Internal team briefed so everyone answers questions consistently.
- Rate cards, quoting templates and system rates updated for the effective date.

Template provided free by SprintSuite — sprintsuite.com. General guidance only, not legal advice. Check your contract terms before issuing a price increase notice.