

Sample: Letter of Instruction

CLIENT REFERENCE #:

Client Relationship Consultant
 Unisearch Expert Opinion Services
 Level 2, South Wing, Rupert Myers Building
 Gate 14, Barker Street
 UNSW Sydney NSW 2052
Attention: <insert expert name>

Dear <insert expert name>,

Terry Neverbeen vs Fictional Enterprises Pty Limited trading as Baseline Tennis Centre and Sparky Electrical Contractors Pty Ltd.

We act on behalf of Terry Neverbeen in public liability proceedings arising from severe electric shock.

1. Assumed Facts, Facts, Assumptions

1.1 Sparky Electrical Contractors Pty Ltd were the electrical contractors responsible for the recent lighting poles and associated wiring and circuitry at the Baseline Tennis Centre.

1.2 On 2 February 2018 a burst water main adjacent to the lower courts heavily inundated....

2. What we require you to do; Instructions; Issues to Consider

Please conduct a site inspection of the lighting pole at the premises of Baseline Tennis Centre as soon as practicable. On the basis of your site inspection and review of the enclosed documents and assumed facts, please provide a report providing your opinion on the following:

2.1 Did the electrical installation or maintenance of the lighting poles adjacent to Courts 3 of the Baseline Tennis Centre meet the requirements of applicable Australian Standards and proper electrical trades practice as at 2 February 2018?

2.2 If your answer to paragraph 1 above is negative, what electrical installation or maintenance work, systems or procedures should have been....

3. Documents to assist your report; Enclosures; Documents

We enclose the following documents for your perusal:

3.1 Country Energy CASS Job 708503 dated 12 February 2018;

3.2 Country Energy Customer Service Electric Shocks Report – Form **ZSS326** dated 9 February 2018....

4. Due date for your report

The matter has been listed for hearing on 23 July 2019. We require your report no later than **20 June 2019**.

We also enclose the Code of Conduct for expert witnesses pursuant to Section 7 of the Uniform (NSW) 2005. Please read the Code prior to drafting your report and state in the body of your report that you....

We look forward to receiving your completed expert report as soon as possible.

Yours faithfully,

Marianne Lawyer, Solicitor
 Walks Lawyers
 T: (02) 9234 5698
 E: Marianne@walkslawyers.com
 8 Evasio Avenue, Peertwon NSW 2121

Ensure client reference number is included.

Ensure all parties are clearly identified to avoid potential conflicts of interest.

Clearly list everything you wish the expert to assume as factual.

In general a numbered list of questions will clarify the issues to consider, assist with preparing an accurate fee estimate and lead to a more concise report.

The documents and enclosures should cover the background information and all relevant issues. List them for easy reference in the expert's report.

The due date is critical as many experts have day jobs and competing commitments.

Formally ask them to acknowledge the appropriate code for the jurisdiction.