

**Architect /
Contract
Administrator's
Instruction**

Issued by:
Address:

Client:
Address:

Contractor:
Address:

Works
situated at:

Job reference:

Instruction no:

Issue date:

Sheet: of

Contract dated:

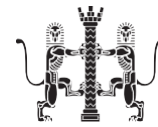
Under the terms of the above-mentioned Contract, I/we issue the following instructions:

	Architect/Contract Administrator's estimate of costs (optional)	
	Omit (£)	Add (£)
<p>To be signed by or for the issuer named above</p> <p>Signed _____</p>		

Contract Price	£
+/- Estimated cost of previous instructions	£
Sub-total	£
+/- Estimated cost of this instruction	£
Estimated revised Contract Price	£

Distribution

<input type="checkbox"/> Contractor	Other recipients: <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Client	<input type="checkbox"/>	<input type="checkbox"/> Copy on file



Certificate of
**Practical
Completion or
Section
Completion**

Issued by:
Address:

Client:
Address:

Contractor:
Address:

Works
situated at:

Contract dated:

Job reference:

Certificate no:

Issue date:

Under the terms of the above-mentioned Contract, I/we hereby certify that in my/our opinion Practical Completion of

*Delete as appropriate

* the Works

* Section no. _____ of the Works

has been achieved and the Contractor has complied with all requirements for Practical Completion

on _____ 20 _____.

To be signed by or
for the issuer named
above

Signed _____

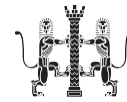
Distribution

Client

Other recipients:

Contractor

Copy on file



Final Payment Certificate

Issued by:
Address:

Client:
Address:

Contractor:
Address:

Works
Situated at:

Job reference:

Issue date:

Final Date for Payment:

Interim

Contract dated:

This Final Payment Certificate is issued under the terms of the above-mentioned Contract.

Contract Price adjusted in accordance with the Contract
(calculation attached)..... £ _____

Total of amount previously certified in Interim Payment Certificates plus
any outstanding payments due from the Contractor under the Contract
and other payments made by the Employer and notified to the
Architect/ Contract Administrator £ _____

Difference between the above stated amounts £ _____

I/We hereby certify the sum of (state sum in words)

*The Client shall in addition pay
the amount of VAT properly
chargeable on receipt of the
Contractor's fully itemised VAT
invoice.*

as a **balance due:**

* Delete as
appropriate

* to the Contractor from the Client.

* to the Client from the Contractor.

To be signed by or
for the issuer named
above

Signed _____

This is not a tax invoice.

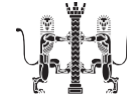
Distribution

Client

Other recipients:

Contractor

Copy on file



Issued by:
Address:

Client:
Address:

Contractor:
Address:

Works
situated at:

Contract dated:

Job reference:

Certificate no:

Date of valuation:

Issue date:

Due Date:

Final Date for Payment:

This Interim Payment Certificate is issued under the terms of the above-mentioned Contract.

Value of Works completed in accordance with the Contract		£ _____
Amount of any adjustments required in accordance with the Contract		£ _____
	Sub Total	£ _____
Less amount of Retention (_____%) [1]		£ _____
	Amount Certified	£ _____
Less amount Certified in previous Payment Certificates or in respect of any Interim Payment Notices		£ _____
Less amount of any reimbursed Advanced Payment		£ _____
 Balance due (from the Client to the Contractor or from the Contractor to the Client		 £ _____

[1] The Contract default retention is 5%, reduced to 2.5% after Practical Completion.

I/We hereby certify that the **amount of interim payment** to be made by the Employer to the Contractor is (state sum in words)

The Client shall in addition pay the amount of VAT properly chargeable on receipt of the Contractor's fully itemised VAT invoice.

To be signed by or for the issuer named above

Signed _____

This is not a tax invoice.

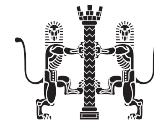
Distribution

Client

Other recipients:

Contractor

Copy on file



Issued by:
Address:

Client:
Address:

Contractor:
Address:

Works
situated at:

Contract dated:

Job reference:

Notice no:

Issue date:

Under the terms of the above-mentioned Contract, I/we hereby notify the Parties that the Date for Completion of

*Delete as appropriate

* the Works

* Section no. _____ of the Works

is amended to

_____ 20_____.

To be signed by or
for the issuer named
above

Signed _____

Distribution

Client

Other recipients:

Contractor

Copy on file



Issued by:
Address:

Client:
Address:

Job reference:

Issue date:

Contractor:
Address:

Works
situated at:

Contract dated:

Under the terms of the above-mentioned Contract, I/we give notice that the Contractor has fixed to my/our satisfaction all defects identified during the Defects Fixing Period relating to

*Delete as appropriate

* the Works referred to in the Certificate of Practical Completion

no. _____ dated _____.

* Section no. _____ of the Works referred to in the Certificate of

Section Completion no. _____ dated _____.

* the part(s) of the Works identified in the notice of takeover issued by the Architect/Contract Administrator

no. _____ dated _____.

To be signed by or
for the issuer named
above

Signed _____

Distribution

Client

Other recipients:

Contractor

Copy on file