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Nota di contenuto	Contractual Correspondence for Architects and Project Managers; Contents; Preface to the Fourth Edition; A Appraisal; A1 Client's bona fides: in doubt; A2 If your client is a private individual (a consumer); A3 Fee recovery; A4 If two separate individuals or companies wish to commission you jointly; A5 Appointment, if architect asked to tender on fees; A6 Brief: difficulty in obtaining decisions; A7 Consultants: client requiring them to be appointed through the architect; A8 Other architects, if previously commissioned; A9 Site boundaries: unclear A10 Existing property, if urgent repair work requiredA11 Client: if wanting to proceed with inadequate planning permission; B Strategic Briefing; B1 Brief: unacceptable requirements; C Outline Proposals; C1 Objections: by client; C2 Objections: by planning authority, civic society etc.; D Detailed Proposals; D1 Client, if no reply; D2 Client, if another architect appointed to continue work; D3 Client, if preference expressed for a particular sub-contractor; D4 Client: objection to the use of sub-contractor or supplier in a design capacity; E Final Proposals; E1 Client: wishing to modify brief

F Production Information
F1 Client: declines to use a standard contract;
F2 Client: wishes to use a partnering agreement without a legally binding contract;
F3 Client: wishes to include unsuitable contractor on tender list;
F4 Client: asks you to recommend a contractor;
F5 Client: reluctance to appoint a full-time clerk of works;
F6 Consultants, if late in supplying drawings and specification;
F7 Sub-contractor or supplier, if tender not on standard form or conditions attached;
F8 Sub-contractor or supplier, if price too high;
F9 Letters of intent to sub-contractors or suppliers
G Bills of Quantities
G1 Drawings, if not ready;
G2 Bills of quantities, if behind programme;
H Tender Action;
H1 Client, if he wishes to accept the lowest, but unsatisfactory, tender;
J Mobilisation;
J1 Clerk of works: letter of instruction;
J2 Letter of intent: contractor;
J3 Consents: not received from planning authority, building control, statutory undertakings;
K Construction to Practical Completion;
K1 Commencement before formal contract;
K2 Contract documents: initials missing;
K3 Contract documents: drawings amended;
K4 Drawings, schedules: not ready
K5 Failure to give possession on the due date
K6 Meetings: standing of minutes as a record;
K7 Master programme: alleged approval by architect;
K8 Master programme - if contractor changes it;
K9 Printed conditions and bills of quantities (or specification) not in agreement;
K10 Work not in accordance with comments on the submitted documents;
K11 Discrepancy between bills of quantities, schedules of work, specification, architect's instructions, CDP documents or statutory requirements and contract documents, not found by the contractor;
K12 Certification, if claim not yet ascertained
K13 Certification: certificate not received by the employer

Sommario/riassunto

This book provides over 160 model letters, with commentary for use with all the main JCT 2005 building contracts. It concentrates on problems which can arise during a project, and draws on the author's extensive experience as a contracts consultant. It is a companion to the author's Standard Letters in Architectural Practice which covers more routine matters. The revised Fourth Edition takes account of: * the 2005 editions of the JCT Standard Building Contract, the Intermediate Building Contract and the Minor Works Building Contract, both with their contractor's design versions,
