

Specification



CLIENT:

ADDRESS:

CONTACT:

SUBJECT:

PRESENTED BY:

PROPOSAL NO.:

DATE:

Specification



Date

Proposal No.

Company
Address

For the attention of:

Dear

The main benefits in using OFFICE PRINCIPLES can be briefly summarised as:

- We provide full management and design, thus minimising your involvement and oversight.
- The site is left clean and tidy upon completion with no expensive clearance of trade waste.
- Only high quality products used from established manufacturers.
- All work is subject to a minimum 1-year warranty.
- We employ our own project managers who are available to deal with queries and keep control of quality workmanship and site security.
- We deal with Building Control issues and Fire Officer if required.
- We can provide an ongoing maintenance scheme to ensure that the premises are kept in original condition.

Clients who have recently taken advantage of our services include:

- Lambert Smith Hampton – Bristol
- Clarks Solicitors – Reading
- Learning & Skills Council – Fareham & Ipswich
- SDL Limited – Maidenhead
- King Sturge – London

Specification



- Avenue Investments – Reading
- Medical Defence Union – London
- Volume 97 – Wokingham
- British Chambers of Commerce – London & Coventry
- V-Tech Electronics – Abingdon
- Schering-Plough Pharmaceuticals – Welwyn Garden City
- Vivendi Universal Publishing – Reading

The enclosed prices will remain current for 30 days from date of quotation and any order should be confirmed in writing within this period.

All orders are accepted subject to our standard terms and conditions of trading and prices quoted are exclusive of VAT.

Invoices for the work will be raised as follows:

- a) Deposit – 40 % of contract value – payable with order.
- b) Main payment – 57 ½ % of contract value – payable on handover of site on practical completion of contract work.
- c) Retention – 2 ½ % of contract value – payable 14 days after completion of snagging work.
- d) Variations invoice – payment for extra items instructed during the contract period – due 14 days from completion of the variations.

We would like to thank you for this opportunity to provide a quotation and trust we may be favoured with your further instructions in the near future.

Yours sincerely



LOGO FROM WEBSITE IF THERE IS ONE

BRIEF SCHEDULE OF WORKS & SPECIFICATION

For

[]

At

[]

To carry out

Specification compiled by

Date

Proposal No.:

Specification



2.0 CDM / HEALTH & SAFETY

- 2.1 The CDM (Construction and Design Management) Regulations apply to this project since it will involve:
- a) more than 500 man days work; or
 - b) 30 No. days project duration; or
 - c) more than 4 No. operators on site at one time.
- 2.2 It is the client's responsibility under CDM Regulations to appoint a Planning Supervisor and a Principal Contractor to act on their behalf to ensure that the project complies with all the regulations and meets all Health & Safety standards.
- 2.3 We propose, and have included within the scope of the project a Planning Supervisor and Principal Contractor to provide the following basic services:
- a) Comply with the Health and Safety Plan which will be issued to all contractors.
 - b) Issue the relevant forms to the HSE before commencement of work.
 - c) To ensure all contractors used comply with the Health and Safety plan.
 - d) Issue and provide risk assessments and method statements.
 - e) Produce or update for the Health & Safety file.
 - f) Produce as-built drawings.
 - g) Produce copies of warranties and maintenance

Health & Safety



- Health and Safety and compliance to the Construction Design and Management Regulations (CDM) 2007 is important to us.
- Office Principles use QS Associates who provide independent advice and fulfill the fully qualified CDM Coordinators' role. We as an organisation will ensure:
 - On our appointment, submit Form 10 to the HSE.
 - Initial meeting with Designers to receive information on the scope of the project.
 - Analyse the safety competence of the chosen Sub Contractors being considered for tender purposes as required by Regulations 8 & 9 of CDM.
 - Identify information required for the project (for example):
 - Existing health and safety information.
 - Asbestos Survey information
 - Information on existing services.
 - Information on any other works in and around the immediate area.
 - Information and events that could affect access and egress into the site.
 - Review DDA regulations and if requested, undertake assessment
 - Co-ordinate with designers to ensure safe construction methods.
 - Ensure the high risk activities have been clearly evaluated and stated within any Design Risk Assessment (*i.e. Work at Height Regulations 2005*).
 - Co-ordinate the selection of competent contractors.
 - Meet with prospective contractors and outline the safety case (including site set-up)
 - Attend pre-contract meeting with appointed sub contractors.
 - Attend regular site meetings to review health and safety and its implementation on site.
 - Co-ordinate and provide the final safety file for submission to you as client.

Specification



3.0 SPACE PLANNING / INTERIOR DESIGN

- 3.1 We have provided space plan designs of the proposed areas which include the building outline which has been obtained from you.
- 3.2 It is anticipated that upon appointment, Office Principles will develop the initial layout giving consideration to the following:
- design proposals to enable the client to consider best use of space.
 - alternative design proposals where cost saving may be shown to be achieved
 - alternative design proposals that would add or enhance the scheme aesthetically or architecturally.
- 3.3 All interior design proposals to be co-ordinated with the electrical/mechanical services to provide an integrated scheme.
- 3.4 We propose to provide detailed drawings showing:
- Partitioning
 - Power layout (floor boxes)
 - Lighting (alterations)
 - Data ports
 - Flooring detail
 - Storage wall
 - Kitchen detail
 - Furniture detail
 - Air conditioning changes
 - Post room
- 3.5 On approval of the design concept we will enter into detailed discussions with the client regarding finishes and colour schemes. This phase includes:
- a full presentation of the design concept including full colour boards showing appropriate samples / finishes / colours.
 - To amend the scheme to the client's approval and represent prior to sign off.
- 3.6 To obtain approvals from the client as to design scheme, finishes and colour selection.

Specification



4.0

Specification



5.0

Specification



6.0

Specification



7.0

Specification



8.0

Specification



9.0

Specification



10.0

Specification



11.0

Specification



12.0

Specification



13.0

Specification



14.0

Specification



15.0

Specification



16.0

Specification



17.0

Specification



18.0

Specification



19.0

Specification



20.0

Specification



21.0

PROJECT COST SUMMARY

Proposal No.



21.1 CONTRACT FOR DESIGN AND BUILD SERVICES

Employer: Office Principles, Reading, Berkshire, RG2 0EL

Design & Build Contractor: As above

Address of Works: TBC

Drawing No.: As per Office Principles' document [] dated []

Scope of Works: £ (including P.C. sums)

Contract Value: TBA

Commencement Date: TBA

Completion Date: TBA

Instructions are to be authorised by: Office Principles' nominated project manager

Instructions are to be issued to: Client certifies that no asbestos is present.

Asbestos Check: 40% of contract value payable with order, 57 ½ % on handover of site on practical completion and 2 ½ % due 14 days from completion snagging work.

Payment Terms: Office Principles' Terms of Business apply except that, in clause 17.3, in place of 'arbitrator' read 'adjudicator appointed by the Royal Institution of Chartered Surveyors'.

Contract Terms: To be agreed in writing and paid 14 days from completion of variation/s.

Variations: Name _____

On behalf of: [] Signature _____

On behalf of Office Principles: Name _____

Date: Signature _____



21.2 LETTER OF INTENT FOR DESIGN & BUILD SERVICES

Date:

Office Principles
Principle House
472 Basingstoke Road
Reading
Berkshire
RG2 0EL

Dear Sirs

Re: Proposed Fit-Out Works to

Please accept this as confirmation of our intention to proceed with Office Principles for fitting out the above.

Specifically we authorise your company to carry out all necessary detailed design to enable a full set of drawings and programme to be produced for the works. We also authorise Office Principles to carry out all necessary Health & Safety preparatory works.

If for whatever reason the project does not proceed [] to reimburse Office Principles for all design, survey and health and safety costs incurred

from the date of this letter to the date of cancellation.

Yours sincerely



Specification

21.3 OFFICE PRINCIPLES TERMS AND CONDITIONS

- 1. MEANINGS**
 - 1.1 In these conditions, we, us, our and ourselves refer to Office Principles, and you and your refer to the person, firm or company for whom we are supplying goods or executing works.
 - 1.2 The site means the building or part of a building at which works are to be executed or to which goods are to be supplied under the contract.
- 2. VALIDITY OF QUOTATION AND CONDITIONS**
 - 2.1 Our quotation will remain valid for 28 days, unless we amend or withdraw it.
 - 2.2 These conditions form an integral part of any quotation or contract, and are the only basis on which we operate. By accepting a quotation or by asking us to do work or supply goods, you agree that these conditions will apply and will prevail over all other conditions, including any conditions referred to in your purchase order, unless two of our partners specifically confirm otherwise in writing.
 - 2.3 Placing an order by word of mouth will bind you whether or not you confirm in writing, but we will not be bound until we issue a written acknowledgement of your order.
- 3. OUR OBLIGATIONS**
 - 3.1 We will carry out and complete the agreed works diligently and in a workmanlike manner using materials of good quality. You are entitled to expect that we will equal or exceed normally accepted standards. Subject to normal tolerances, the work done or goods supplied will where practicable be in accordance with the applications and dimensions shown in any relevant documents referred to in the quotation.
 - 3.2 Unless otherwise agreed we are responsible for procuring all necessary goods and materials including delivery, unloading and distribution at the site; and for supplying all labour, fixings, tools, ladders and testles, etc.
 - 3.3 We are responsible for disposal of waste, swarf, off-cuts, wrapping materials, etc., at our expense, and to leave the site in a reasonably clean condition on completion of works.
- 4. YOUR RESPONSIBILITIES**
 - 4.1 Unless we agree otherwise in writing, you are responsible for obtaining any required consents for carrying out the work etc., including planning permission, building control, listed building consent, conservation area approval, fire certification, etc. and for serving any notices and paying any fees for any such consents.
 - 4.2 You are responsible to ensure before the contract work commences that any recent cement or plaster work, at the site is thoroughly dried out and that the site is externally weatherproof; you will not hold us responsible for any damage or defect to our workmanship or materials arising from excessive dampness, excessive temperature, settlement, shrinkage, leaching, corrosion or other chemical action, or to any other factor over which we have no control.
 - 4.3 You must give us unimpeded access to the site at all times during normal working hours from Monday to Friday for carrying out the contract work and incidental matters.
 - 4.4 You must provide at your expense effective heating, ventilation, lighting and power at all times during the period of the contract work.
 - 4.5 Unless no-one other than our workmen can gain access to the site during the period of the contract work, you must make adequate secure on-site storage available for materials awaiting fixing and for plant, equipment and loose tools, or be liable for any loss or damage unless due to any act or default on our part.
- 5. PRICES**
 - 5.1 Quoted prices do not include value added tax, which will be added to our invoice. Unless we agree specifically otherwise in writing the quoted price does not include the amount of any government or local authority fees for consents, nor any provision for the cost of services such as heating, lighting, power and water, and you will reimburse us for any expenditure we reasonably incur on such items.
 - 5.2 We may amend the quotation by the amount of any specific increase in costs between the dates of quotation and delivery.
 - 5.3 We reserve the right to amend any quotation or invoice which contains an accidental typing, arithmetical or similar error or omission, at whatever stage it is discovered, and you agree to pay us the corrected amount.
 - 5.4 If at your request or with your approval, we agree to carry out work outside our normal working hours, then you agree to pay the additional cost of such overtime working.
 - 5.5 If the contracted work involves dismantling and re-fitting of partitions, lighting, glazing, etc., we will take due care but you agree to pay the cost of obtaining replacements of any materials we do not consider re-usable.
 - 5.6 If when quoting we have not anticipated any need for scaffolding (e.g. if we have quoted from drawings) but in the event we consider scaffolding necessary for safe working, then the cost of providing and erecting it will be extra.
 - 5.7 If you are in breach of your obligations to us under any contract with us, then (without prejudice to any other remedy we may have) you will pay us at our normal rates for all time wasted as a result of the breach.
- 6. TERMS OF PAYMENT**
 - 6.1 All our prices are strictly net and no deductions may be made from the total of our invoice. Unless other terms have been agreed in writing in advance, you will pay 40% of our quoted price on acceptance and the balance as follows: for goods, on or before the date of delivery; for works, within 14 days of completion of work (or at our discretion for larger works, within 14 days of our submission of a stage-payment invoice). Such a stage-payment invoice is to cover the value of materials delivered to the site, plus the value of work done plus any disbursements incurred.
 - 6.2 You agree not to set off any alleged counterclaim against payment due to us.
 - 6.3 If payment is not made within the above or other agreed terms, you agree to pay us interest on the outstanding amount at the rate of two percent per month or part month; and/or that we may (without incurring any liability) delay carrying out any further work or supplying any further goods until all due payments are received; and/or that we may treat the contract as repudiated by you and recover from you our resulting losses and expenses.
- 7. PASSING OF RISK**
 - 7.1 The risk in goods delivered to the site shall pass to you as soon as they enter the building.
 - 7.2 The risk in materials awaiting fixing shall pass on delivery.
 - 7.3 The risk in work done shall pass on completion of each separate section of the work.
- 8. PASSING OF TITLE**
 - 8.1 Goods supplied and work done remain our property until paid for in full and until any other monies you owe us have been paid for in full. We may enter the site and detach (if necessary) and recover such goods and/or materials if payment is overdue, or if you have become insolvent, or if any act indicating your insolvency has taken place.
 - 8.2 If you resell goods or work, which remain our property as in 8.1 you will hold the proceeds of sale in trust for us to the extent of your debt to us and promptly pay these monies to us.
 - 8.3 We may claim payments from you for goods or work whether or not the property in them has passed.

Specification



9. TIMING

9.1 We will do our best to comply with your wishes regarding dates of starting and finishing work. However, any periods given in our quotation (e.g. for ordering goods or materials and/or for carrying out work) are estimates only and we will not be liable in any way if these or subsequently agreed periods or dates are exceeded, for any reason outside our control. Time is not of the essence of the contract in this regard.

10. VARIATIONS TO QUOTATION

10.1 If you ask for alterations or additions to the quoted work/goods, or for changes to quantities, delivery dates, rates or specifications, you will pay any extra cost at our normal rates. For variations requested whilst work is in progress, this includes any loss or expense due to any interruption to the regular progress of the work. We may similarly amend our price if measured dimensions differ significantly from those quoted for, whether specified or scaled from drawings.
10.2 Unless we have full details before quoting, the quoted price does not include any alterations to existing building services nor cutting or shelving of partitions, etc., to avoid obstructions such as radiators, pipes, ceiling joists, etc., and you will pay extra at our normal rates for any such work which is necessary to carry out the contract work.
10.3 If goods or materials specified in the quotation are not available from the suppliers, or not available soon enough, and you agree that alternative goods or materials may be substituted, then the quoted price will be adjusted by the difference in cost.

11. SUB-CONTRACTING

11.1 We may sub-contract the whole or any part or parts of the performance of the contract. Where we sub-contract work, we will however take responsibility for its quality as if it were our own.
11.2 You must obtain our consent before transferring or assigning your benefit under this contract to any other person or firm.

12. YOUR MATERIALS

12.1 If we agree to carry out work on your materials, our liability will be limited to the cost at which you purchased or manufactured them and we will not be liable for any consequential loss; and carriage of the materials (where necessary) to and from the premises where work is to be done will be for your account; and we may exert a lien on the materials for outstanding amounts due to us and after 14 days notice we may sell the materials to recoup the outstanding amount and expenses of sale.
12.2 You warrant that your goods conform with any relevant standards or government regulations.

13. COPYRIGHT

13.1 Any specification, drawing or other particulars submitted to you with a quotation remain our property and must be returned to us on request.
13.2 They are our copyright and must not be disclosed to any third party without our permission.

14. CANCELLATION

14.1 We may cancel the contract and claim from you any losses, costs or expenses at our normal rates if your payments are in arrears, or if you commit any serious breach of these conditions, or if you become insolvent, or if any act indicating your insolvency has taken place.
14.2 You agree that if you cancel the contract you will indemnify us against any loss (including loss of profit) and any additional cost resulting.

15. GUARANTEES

15.1 We will give you the benefit of any manufacturer's warranty in respect of goods and materials but we give no warranty ourselves in respect of goods and materials unless manufactured (as distinct from assembled) by us.
15.2 Subject to the conditions in 15.3 below, if goods manufactured by us are defective we will (at our option) either repair or replace them free of charge, and if our workmanship is defective we will correct it free of charge, but in neither case will we be further liable (whether in tort or contract and whether for death, injury, loss or damage whether direct or indirect or consequential) unless the defect was the result of our negligence within the meaning of the Unfair Contract Terms Act 1977.
15.3 You must notify us within 3 months (the time limit is essential) of any defects in goods of our manufacture or in our workmanship, and provide satisfactory proof of the defect, and you must also give us access at all reasonable times to carry out inspection and remedial work, or we will not be liable.
15.4 We will not be liable for loss or damage to goods in transit unless it is notified to the carrier and ourselves in the manner and within the time limits required by the carrier. Where we deliver goods ourselves, we require written notification to reach us within 3 days of arrival in the case of damage or partial loss, or within 7 days of intended arrival or receipt of invoice (whichever is the later), in the case of total loss.

15.5 You agree that the breach of any warranty gives you no right to cancel the contract.

15.6 We give no guarantee as to the fitness of any goods or works for your purposes.

15.7 No oral representation made prior to the contract will be a term of the contract unless confirmed by us in writing.

15.8 We reserve the right to make reasonable amendments to descriptions or specifications of materials or goods (e.g. as given in the manufacturer's sales literature) and you will accept any such amendment.

16. DELAYS AT SITE

16.1 If we cannot deliver goods or commence work on an agreed date because you request us not to, or because the site is not ready, or because of any default on your part, or if there is any interruption to the continuity of our work in a logical sequence, then you agree to recompense us as in 16.2.

16.2 Compensation is to comprise:

16.2.1 any direct costs, including abortive journeys, fitter's labour, waiting time, additional handling, storage and transport costs, etc. (provided that in the case of fitter's labour costs, no charge will be raised if 7 days notice of the postponement is given); and

16.2.2 If the delay (or total delay) exceeds 14 days, one percent of the contract price per calendar month or part thereof of the delay by way of liquidated damages to compensate us for our indirect costs resulting from the delay.

17. LAW APPLICABLE

17.1 These conditions and contract shall be construed and governed by English law.

17.2 Any notice under these conditions shall be in writing and may be delivered either by hand or by first-class post to the last known address of the firm (or the part of the firm dealing with the contracts). Notice shall be deemed given by hand or fax or e-mail on delivery, and if by post at 10 a.m. on the third working day after the day of posting.

17.3 Wherever possible any disagreement under this contract shall be resolved by amicable negotiation. If this fails, you and we agree to accept the award of an adjudicator appointed by the Royal Institution of Chartered Surveyors as binding.

Specification



22.0 GENERAL NOTES

The above quote and budgets are based upon the following assumptions and exclusions:

- General:**
- G1. Security personnel required during the course of the works will be paid for and provided directly by the employer or landlord.
 - G2. We will be given free, uninterrupted use of the lift and staircase for the movement of operatives, materials and plant and the client will allow use of nominated base building, toilet facilities for our operatives.
 - G3. Design, overheads, administration, programme, profit and fees are all based upon the scope of works contained in this document. If additional works/Variations are instructed this may affect the contract duration and result in additional site management/preliminary cost which will be charged pro rata.
 - G5. Unless specifically stated, our costs do not include for surveys and / or the stripping out of asbestos or any other toxic substances. Should they become apparent on the project they will be deemed to be a cost and programme variation and charged accordingly. You must advise us in writing of any specific risks if any surface of the building on which we are to work, may contain asbestos.
 - G6. No allowance has been made for dilapidations or remedying base building defects, unless specifically stated.
 - G7. We have not included for the following unless specifically stated otherwise:
 - Corporate signage.
 - Works related to the core areas.
 - Furniture and equipment.
 - Computer / telephony equipment.
 - UPS / generator backup.
 - Works to the existing lift installation including re-commissioning and surveys.
 - Any unforeseen works to the structural members.
 - Hose reel modifications / installations / relocations.
 - Landlords / professional fees, audits and charges.
 - Cost of structural / mechanical, electrical and lift surveys, and testing.
 - Repair / remedial works to the existing building.
 - Supply of power, water and gas for the works.
 - Responsibility for contractors employed by others including their non-performance.
 - IT and other relocation costs with regards to special equipment which may be on maintenance agreements.
 - Value Added Tax.
 - Performance bond.
 - Provision of clause 22D Insurance and Terrorism cover.
 - DDA upgrades.
 - G8. Our offer is based on our terms and conditions unless specifically stated otherwise. If we agree to operate under other terms, this is likely to involve a change to our quotation.
 - G9. Our offer is subject to building control and planning approval. The regulatory bodies are unwilling to officially comment on design and build proposals until they have received payment for their services (however, they may provide informal advice). Office Principles have considerable experience of office fit-out works and make our best endeavours to foresee what building control will require, however, each building control planning officer is an individual and would consider issues differently so that there is a small risk that our offer may require some improvement to comply. The timescales do not enable Office Principles to appeal on these decisions. Any additional work required to secure compliance will be deemed a variation and charged at our normal rates.
 - G10. The offer is subject to landlords approval. At this stage, landlords approval has not been obtained. On instruction, Office Principles will provide the landlord with a description of the works in the form of a written document and drawings. The drawings will be based on the most economical and practical method of installation. The landlord may consider some elements of the work inappropriate or require supplementary work or designs. These have not been included in our offer. Landlords approval to be obtained by the client.
 - G11. It is a condition that our provisional sums will be incorporated in the employers requirements. A provisional sum is a sum provided for the cost of works which can be anticipated, but not defined at the time of our quotation. All provisional sums will be re-quoted once the extent of the works can be determined. Whilst every effort is made to ensure that the provisional sum allowed does not exceed the actual quotation, we cannot guarantee that this will always be the case.
 - G12. Our offer is based on works being carried out in normal working hours – 7.00am to 5.00pm unless otherwise stated. We assume clear and unhindered access to the building 7 days a week throughout the contract duration and snagging period.
 - G13. Our Professional Indemnity cover is £1 Million. Our Public Liability cover is £5 Million.
 - G14. The design and therefore costs, are subject to statutory approval is building control (including English Heritage), planning, landlord and fire officer approvals.
 - G15. The Disability Discrimination Act 1995 is now in full implementation. The Act places a duty on employers and service providers to make "reasonable adjustments" to arrangements and physical features, and premises so as not to place disabled persons at a disadvantage. Whilst Office Principles can offer guidance on the implications of the Disability Discrimination Act 1995, we would at this stage advise our client seek an independent appraisal (Access Audit) undertaken by an Access Auditor of their existing or proposed premises to ensure full compliance with the Act. Any additional work required to secure compliance will be charged at our normal rates.
 - G16. Where storage crates are provided in connection with office moves, it is the client's responsibility to ensure they are ready for collection at the agreed time. Any charges for extended hire of bins or crates will be charged to the client's account.
 - G17. All dayworks for extra works requested by the client will be charged on the following basis:
Labourer £25 per hour, cleaner £30 per hour, craftsperson £35 per hour, site foreman £45 per hour, project manager £60 per hour
25% to be added to the above and any materials and plant.
 - G18. Our warranty period (where appropriate) expires 12 months from practical completion/beneficial occupation and claims should be made in writing within this period. Any work, remedial or otherwise involving our scope of work should be carried out by Office Principles in order to validate the warranty.

Specification



22.2
M1.

Mechanical & Electrical:
We have assumed at this stage, subject to a detailed survey and discussion, that the landlord will make available sufficient electrical power supply in the riser at floor level to suit the additional power requirements. No allowance is included for upgrading the incoming electrical power supply to the building and we assume that there is sufficient capacity within the existing distribution board to accommodate the proposed works/alterations.

M2.

Modification or interface for the base building BMS, AC Controls and PA System will be dealt with by the landlord. The cost of electricity and the availability of a supply will be paid by the client direct.

M3.

Our offer for the mechanical and electrical works is based upon our initial visual survey and any available drawings. At the time of the survey, much of the installation was concealed by base building fabric.

M4.

We have assumed the base building services have been fully maintained and are operating to their original design criteria and the information provided to us is accurate. We have also assumed that the existing pipework is not leaking and that all valves are operable. We assume the existing pipework and condensate drainage is properly supported and the drainage is set to the correct falls.

M5.

We will guarantee our design and new installation, but cannot guarantee the quality of installation or performance of the original plant and services.

M6.

From occupation of a building, routine maintenance of plant and equipment is the responsibility of the client and we recommend a maintenance agreement is set up with the incumbent supplier or our installer.

22.3

Project Procedure

Our quotation or programme will normally specify the estimated number of weeks we need to plan the programme, order materials, arrange labour, and carry out the works. This period will start when we receive your written order and deposit payment (Deposit – 40% of contract value – payable with order). Availability of competent and trustworthy labour is often a constraint, and we will need to agree start and finish dates with you at the time you are ready to place your order.

We will do our best to meet any requirement you may have for early occupation of part or all of the area of the works, but, obviously, without making any binding promise.

During the period of the works, you will hand over to us control of the area of the works. For Health & Safety reasons your company's personnel should not enter the area except by agreement with the contract manager.

If during the works you wish to vary the detail of what is being done, you must communicate in writing with our contract managers, not with our operatives. This is so that we can monitor the effect of the change on compliance with regulations, on timing and on cost, before putting the variation in hand.

On the day when we agree to hand over the area of the works to you, the main payment for the project will be due (Main payment – 57 ½ % of contract value – payable on handover of site on practical completion of contract work). On that day, our contract manager will examine the works with you carefully and prepare a list of "snagging" items which need finishing, improving or re-working to give the high standard of finish to which we aspire. This list will be signed by both parties.

Our contract manager will undertake to complete the snagging items within a set period (often 2 weeks), following which both parties sign off the snagging as complete, and the final payment is then due to be paid 14 days later (Retention – 2 ½ % of contract value – payable 14 days after completion of snagging work).

Any problem which comes to light after preparation of the agreed snagging list will be dealt with under our 12 month warranty or under the manufacturer's warranty where appropriate.

By coming to Office Principles you are assured of a trouble-free project, a high quality finish and a result which will impress your clients, staff and shareholders!