

Standard Letters for Building Contractors. 4th Edition

Description:

Whenever a contractor undertakes work using one of the standard building contracts, however small the job, writing a good many letters will be involved. Some will be formal notices it is necessary to give; others will be letters it is prudent to send.

This book provides a set of over 300 standard letters for use with the standard forms of building contract and sub-contract and aims to cover all the common situations which contractors will encounter when involved in a contract. It has been substantially revised to take account of the 2005 suite of JCT contracts, together with changes in case law and the 2007 CDM Regulations.

The letters are for use with the following contracts:

JCT Standard Building Contract (SBC),
JCT Intermediate Building Contract (IC) and 'with contractor's design' (ICD),
JCT Minor Works Building Contract (MW) and 'with contractor's design' (MWD),
JCT Design and Build Contract (DB),
JCT Standard Building Sub-Contract Conditions (SBSub/C) and 'with sub-contractor's design' (SBSub/D/C),
JCT Intermediate Named Sub-Contract Conditions (ICSub/NAM/C),
JCT Intermediate Sub-Contract Conditions (ICSub/C) and 'with sub-contractor's design' (ICSub/D/C), and
JCT Design and Build Sub-Contract Conditions (DBSub/C).

There are also letters for use with GC/Works/1 and its subcontract.

The book comes with a free CD which includes all the letters. It is compatible for use with Microsoft® Word and WordPerfect® on IBM-PC and Macintosh® machines.

Contents:

Preface to Fourth Edition.

Introduction.

1. TENDERING.

Letters.

1 To architect, requesting inclusion in list of tenderers.

2 To architect, if no response to request for inclusion on list of tenderers.

3 To architect, agreeing to tender.

4 To architect, if contractor unwilling to tender.

5 To architect, if contractor asked to provide information prior to inclusion on tender list.

6 To architect, if the contractor is informed that the tender date is delayed and is still willing to submit tender.

7 To architect, if the contractor is informed that the tender date is delayed and is unwilling to tender.

8 To architect, acknowledging receipt of tender documents.

9 To architect, regarding questions during the tender period.

10 To architect, requesting extension of tender period.

11 To architect, withdrawing qualification to tender.

Standard Letters For Building Contractors

Ying Liu



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