(This contract template is intended for the use between a Builder & Client.

Any contract should be read carefully before signing and agreeing)

BUILDER / CLIENT CONTRACT TEMPLATE

**CONTRACT**

CONTRACTED PARTIES

Date Contract Ref

This contract is between:

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (I, we, us, our) (the builder)

Sole Trader / Partnership / Limited (Delete As Appropriate)

Address

and

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (you, your) (the client)

(This should include the property owner. If the property is jointly owner all names should be placed) Address

THE WORK

1. **We** will carry out the work as set out in the full specifications and structural drawings supplied or as per full description on page 4 (the **work**) for the price set below.

The **work** does / does notinclude a design obligation by **us.**

does/does not

(If there is no design element, cross out ‘does/’. If there is a design element, cross out ‘/does not’. (Attach a copy of the full specifications and/or structural drawings as agreed by both us (builder) and you (client))

# Work Period

The **work** will start:

Within of **your** acceptance (the start date) or

On

The **work** will take approximately to complete (the **work** period)

(The work period is an estimate only and may be affected by any change to the work or unexpected work being needed or materials or fixtures or fittings being delivered)

# Site Address

1. **Quotation**

(This is a firm quotation, any unforeseen additional work or changes as instructed by you will be agreed prior to work. Use Variation and/or Additions To Existing Work sheet)

Quote £ VAT at % £ The price £

N.B. Attach quotation supplied to client.

N.B Payment instructions and structure should be detailed in the Payment Terms page.

# Guarantee

**We** will guarantee the: (delete as applicable) Labour for months

Materials for months

(Specific Items that may or may not be backed by guarantee or length of time differs to above)

Item Months Guarantee By

*E.G. Windows 12 Manufacturer & Co Ltd*

THE WORK CONT.

# Services and Facilities

* 1. **You** agree to provide **us** with where available:

[ ] Toilet and Washing Facilities [ ] Water [ ] Electricity [ ] Parking [ ] Telephone

Portaloo will be used and will be situated

* 1. Site access and limitations

The site will be accessed by using

(e.g. a key provided, client opening, back door)

[ ]  **You** are not placing any limits on how or when the site can be used

[ ]  **You** are placing the following limits on how or when the site can be used:

(E.g. No work to start before 7am, no access to upstairs unless granted)

* 1. Storage

**You** agree that **we** can use to store materials

1. Cancellation

**You** have the right to cancel the contract if **you** want to and are not required to provide a reason. **You** can do this by delivering by hand, posting, faxing or sending by email a cancellation notice to the person named below at any time within fourteen (14) calendar days after the day which the contract is signed. The cancellation period will expire 14 calendar days after the day which the contract was entered in to. (Please see Cancellation Notice Form)

Name Firm

Address

Email

1. Signatures

**X Your** Signature (Main Client)

(Your signature should be or include the property owner. If property is jointly owned you should all sign)

**Our** Signature

**X Your** Signature (Second Client) Date

THE WORK CONT.

# Description of Work

(If following Structural Drawings please attach to this page)

Click or tap here to enter text.

THE WORK CONT.

# Additional Terms

Click or tap here to enter text.

CANCELLATION NOTICE

If **you** wish to cancel the contract **you** must communicate this wish in a clear statement and this must be delivered by hand, posted, faxed or sent by email. (if posted, send by recorded delivery)

**You** may use this form if **you** want to do so but **you** do not have to.

To

Address

**I/We** hereby give you notice that **I/We** wish to cancel **My/Our** contract for the supply of the following services

Contract Ref Or

Details of work being cancelled

In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

**Your** Signature (Main Client) **Your** Signed (Second Client)

Printed Name Printed Name

Address

Date

Contract Ref Change Number

VARIATION AND/ OR ADDITIONS TO EXISTING WORK

Your/Our Copy

Our Copy / Your Copy

Cross out the one that does not apply

This form is for the changes to work and should be used and added to your contract

**Your** Name Site Address

**We** confirm that **we** have received (spoken, written, fax, email or text) instructions on (Date) from (Name)

To change the **work** on this contract as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| ITEMNUMBER | DESCRIPTION OF CHANGE | PRICE TO BEADDED TO CONTRACT | PRICE TO BE TAKEN FROM CONTRACT |
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| QuotationVATTotal Cost |  |  |  |  |
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|  |  |  |  |

Instructions to change the **work** confirmed. Please sign.

**Your** Signature Date

**Our** Signature Date

Fill this form out twice or copy and sign both copies.

**We** and **you** must both sign the two forms. **We** will keep one and you will keep the other. (This should be added to your contract)