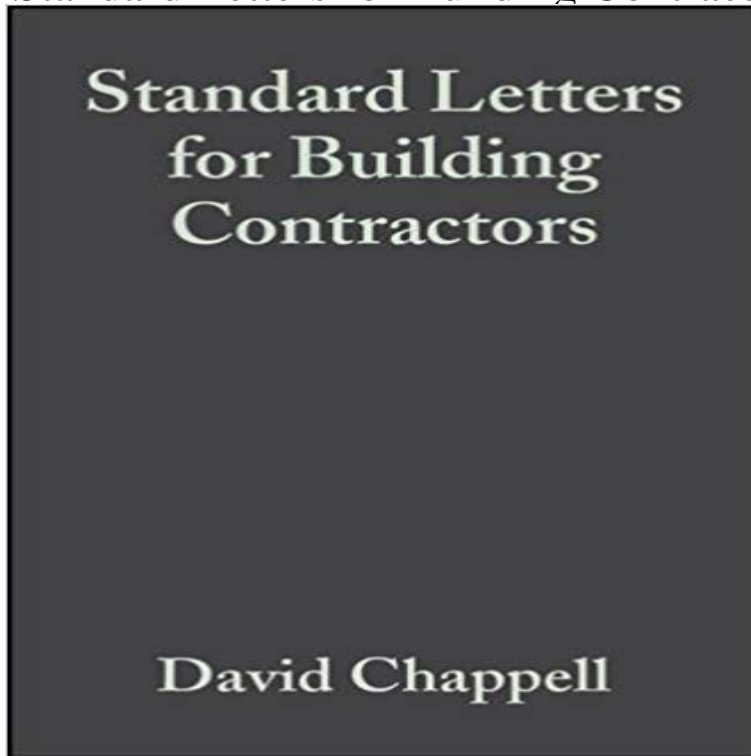


## Standard Letters for Building Contractors



Whenever a contractor undertakes work using one of the standard building contracts, however small the job, he will be involved in writing a good many letters. Some will be formal notices he is required to give; others will be letters it is prudent to send. This book provides a set of over 270 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. The letters are for use with: JCT 98 Design and Build Form WCD 98 Intermediate Form IFC 98 Minor Works Agreement MW 98 GC/Works/1 (1998) JCT Standard Form of Domestic Subcontract (2002) DOM/2 (1998) NSC/C (1998) NAM/SC (1998) GC/Works/SC (2000) The new edition takes account of substantial revisions to the standard forms of contract and introduces the new JCT Domestic Subcontract and the form of subcontract for use with GC/Works/1 (1998). New features include withholding notices and letters concerning adjudication. The book comes with a free CD, which includes all the letters, and which can be used with both Word and Word Perfect on PC and Macintosh machines. Although primarily written for contractors, the book will also be of use to subcontractors.

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