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Standard letters in architectural practice/ David Chappell.–3rd ed. p. cm. Includes index. ISBN 1-4051-1556-4 (hardback) 1.

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Standard Letters in Architectural Practice. Letter 193. To contractor who has submitted design drawings (c) This letter is only suitable for ICD, MWD or GC/Works/1 (1998) Dear Thank you for your letter dated [insert date] with which you enclosed two copies of each of drawings numbers [insert numbers].

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This book provides over 300 standard letters for architects and contract administrators to use at all stages of contract administration. The letters are grouped into sections which correspond with the RIBA Plan of Work: the aim is to cover all the common situations encountered in practice. This Fourth Edition has been revised to take account of the extensive changes to virtually the whole of the JCT suite of building contracts.

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Standard Letters In Architectural Practice

Standard Letters in Architectural Practice (3rd ed.) by David Chappell. Architects and contract administrators spend a great deal of time writing letters of various types. Many of them are routine and repetitive in character, but they require proper consideration if potentially dangerous liability situations are to be avoided. This book ...

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Standard Letters in Architectural Practice (3rd ed.)

Standard letters in architectural practice 4th ed. This edition published in 2008 by Blackwell Pub. in Boston.

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which correspond with the RIBA Plan of Work: the aim is to cover all the common situations encountered in practice. This Fourth Edition has been revised to take account of the extensive changes to virtually the whole of the JCT suite of building contracts. Unless otherwise stated, all letters are suitable for use with:

- ? JCT Standard Building Contract (SBC)
- ? JCT Intermediate Building Contract (IC)
- ? JCT Intermediate Building Contract with contractor's design (ICD)
- ? JCT Minor Works Building Contract (MW)
- ? JCT Minor Works Building Contract with contractor's design (MWD)
- ? JCT Design and Build Contract (DB)
- ? GC/Works/1 (1998) With Quantities Contract

The latest edition also takes account of the CDM Regulations 2007, the revised RIBA Code of Conduct and its associated guidance notes, and the RIBA standard agreements for the appointment of an architect issued in 2007. Architects and

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contract administrators spend a great deal of time writing letters of various types. Many of them are routine and repetitive in character, but they require proper consideration if potentially dangerous liability situations are to be avoided. The book will be of use not only to architects and contract administrators but also to project managers and employers' agents.

Throughout its many editions, *The Architect in Practice* has remained a leading textbook used in the education of architects. While the content of the book has developed, the message and philosophy has remained constant: to provide students of architecture and young practitioners with a readable guide to the profession, outlining an architect's duties to their client and contractor, the key aspects of running a building contract, and the

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essentials of management, finance and drawing office procedure.

The eleventh edition follows in that tradition. The text has been brought up to date to ensure it follows the new RIBA Plan of Work 2013 as the guide to the architect's workflow. In addition, a number of changes to standard forms of contract were made with the publication of the JCT 2011 suite of contracts, and the RIBA Standard Form for the Appointment of an Architect 2010 (2012 Revision). These new forms are fully covered. In addition, the opportunity has been taken to reorganise the layout so that the content flows in a way that is more consistent with current architectural practice, and to deal with the increasing use of BIM. The eleventh edition of *The Architect in Practice* continues to provide the guidance and advice all students and practising architects need in the course of their studies and in their profession.

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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, ICD and MWD the 2004 updates of the Standard Form of Agreement for the Appointment of an Architect changes to case law since the last edition was published in 1996 It will be an invaluable guide for architects, building surveyors and project managers.

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Report Writing for Architects presents a critical review of standard report formats use in writing reports for architects. It discusses a set of formats to help architects and surveyors to create good reports for their client. It addresses every instance that necessitates the creation of architectural report. Some of the topics covered in the book are the purpose, target audience, format, presentation, and main points of a report; description, style and basis of the content of report to be written; creating reports connected with building projects; making of feasibility report format and its content; and considerations in creating a report. The outline proposals report format and the scheme design format are discussed. An in-depth analysis of creating a progress report is given. The book also covers a special report, report on claim for loss and expense, a report on

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award of extension of time format, and miscellaneous reports. The book can provide useful information to architects, surveyors, students, and researchers.

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

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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.

Whenever a contractor undertakes work using one of the standard

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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

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Conditions (SBCSub/C) and 'with sub-contractor's design' (SBCSub/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.

This book explains how architects obtain and administer work from the moment the contract is signed, to the handing over of the finished building to the client and is an indispensable guide to all architecture students. This second edition has been thoroughly

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updated and expanded. It now includes significant additions to the section on design constraints, a new section on quality assurance and management and information on new acts and regulations introduced since the publication of the first edition. Other sections on subjects such as the Building Regulations, use of computers and standard forms and letters have been brought up to date.

Very Good, No Highlights or Markup, all pages are intact.

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