

Terms of engagement

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| Project Title: |
| Date: |
| Reference: |

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| Client | |
| Services to be provided by RKN Architectural | Architectural services including planning and building regulations |
| Conditions of engagement | <ol style="list-style-type: none"> 1. Clients responsibilities <ol style="list-style-type: none"> 1.0 Client will provide a clear explanation of the project requirements and any relevant information requested by RKN Architectural needed to carry out the agreed services. 1.1 The client will provide RKN Architectural with clear information about the client's budget and required timescales for completion of the services and the project. 1.2 When required, the client shall appoint any other professional specialist services on the understanding that those fees shall be separate from, and additional to those charged by RKN Architectural. RKN Architectural will not be responsible or liable for the work of those other professional services. 1.3 The client will be available at all reasonable times throughout the project in order 2. RKN Architectural responsibilities <ol style="list-style-type: none"> 2.1 RKN Architectural may, when appropriate, provide the client with a realistic timescale timetable for the implementation of the project based on the information provided by the client and the requirements of the project and shall provide details of all reasonable methods to ascertain the estimated costs of the building work. 2.2 Where necessary, RKN Architectural shall advise the client of any requirement to appoint other consultants, specialist contractors or sub-contractors to undertake part of the design, inspection or certification of the project. 2.3 RKN Architectural shall use all reasonable endeavours to integrate into the design for which he is responsible the designs or calculations of the other consultants, specialist contractors or subcontractors, provided always that RKN Architectural shall not be responsible for the accuracy or errors within such designs or calculations. 2.4 RKN Architectural shall not be responsible for the work of, or design by, the building contractor not for failure of the building contractor to complete the building work in accordance with the terms of the building contract. |

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| | <p>2.5 RKN Architectural may act as the client’s agent to apply for necessary statutory approvals (such as planning permission and building regulations approval) and will use all reasonable endeavours to obtain them, but cannot guarantee that such approvals will be obtained.</p> <p>3. Fees</p> <p>3.1 The amount of the fees and dates for invoicing the fees shall be agreed between the member and the client.</p> <p>3.2 The client shall pay the invoiced fees within 14 days of the date of the invoice, unless otherwise stated.</p> <p>3.3 Fees shall not include local authority fees or charges associated with statutory approvals and other professional or specialist services.</p> <p>3.4 The amount of any expenses (including but not limited to printing, photography, hotels, travel and subsistence) to be charged to the client in addition to RKN Architectural fees and shall be agreed between RKN Architectural and client.</p> <p>3.5 RKN Architectural shall be entitled to charge interest on any fees that are unpaid after the agreed date for payment. Interest shall be charged at 5% above the bank of England base rate from time to time.</p> <p>3.6 Any variation or addition to the services will entitle RKN Architectural to charge the client an additional fee. Details of such additional services and variations any additional fee due shall be provided in writing by RKN Architectural and agreed between the RKN Architectural and the client as soon as possible.</p> <p>3.7 Any reduction to the services will entitle the client to a reduction in RKN Architectural’s fee. Such reduction shall be provided in writing by RKN Architectural and agreed between RKN Architectural and client as soon as possible.</p> |
| Professional indemnity insurance | £250,000 for each claim |

Please sign and return a copy of these terms & conditions. You should keep a copy in a safe place for future reference

I have read, understood and accept the terms & conditions set out above

Total Fee proposed: £

Signed

Date

Print Name

Address