

Before You Sign. The checklist.

Not legal advice, and not what a clause means. The management view: what to manage, track and watch on every job. One page, one folder, one standard.

Price it · Sign it · Deliver it · Change it · Get paid

i. Pricing it

You're pricing the box, not the drawing.

- ☐ **What's in, what's out.** Written down, exclusions included.
- ☐ **Who carries which risk:** delay, weather, design gaps, material prices, access. If it isn't named, you probably own it.
- ☐ **When, and how, you get paid:** period, application dates, retention, what goes in with the invoice.
- ☐ Which contract type, and where that puts the risk. Fixed price: unknowns are yours. Milestone: know the trigger. Target cost: open cost records. Day rate: records are the invoice.
- ☐ Read the commercial pages first. Then write the bid.

ii. Reading it

What it says, and what it doesn't.

- ☐ **Find these first:** scope, programme, damages for delay, retention, payment terms, change notices, insurances, defects period, termination.
- ☐ A word that isn't there is a gap, and the gap is usually yours.
- ☐ Not 250 pages. Get a plain one-page summary of the risks, then build your admin round it.

iii. When it moves

Change is where the money leaks.

- ☐ **Spot it early. Put it in writing.** Inside the time limit.
- ☐ **Scope it. Price it. Sign it off.** Then do it.
- ☐ Never a verbal nod.

iv. Getting paid

The clock and the paperwork.

- ☐ **Diarise the clock on every job:** application date, due date, payment notice (5 days), pay less notice deadline, final date for payment.
- ☐ **What goes with the invoice:** signed-off application, timesheets, dayworks, delivery notes, photos, quality records, whatever the contract names.
- ☐ Miss the paperwork, lose a month.

v. Worth knowing these exist

Already in place, if you weren't aware. Highlights, not a statement of law.

- ☐ **The Construction Act:** stage payments; payment and pay less notices; 7 days' notice, then suspend; adjudication in 28 days; pay when paid is banned.
- ☐ **No contract?** The Scheme fills the gap.
- ☐ Get the right advice, early. Not cheap. Cheaper than the alternative.

vi. Deliver it: project controls, scaled to the job

- ☐ **Planning:** programme, key dates, a name on every date. Look ahead, not back.
- ☐ **Documents:** every drawing revision, every instruction signed, one place, one numbering.
- ☐ **Money:** applications on time, forecast to the payment clock, cost against the price.
- ☐ **Contract:** the scope box, the notice periods, a change log.

vii. Start small

One page, one folder, one standard.

- ☐ **One page per job:** contract type, the box, key dates, notice periods, the payment clock, who owns it.
- ☐ **One folder per job:** drawings, instructions, sign-offs, emails.
- ☐ **Same standard down the chain:** back-to-back terms, same notices, same paperwork.

viii. When to bring in a solicitor

- ☐ A clause reads unclear or one-sided. Ask for it in plain English before you sign.
- ☐ A dispute goes past a straightforward conversation.
- ☐ You're thinking about walking off a job. Know your position first.

Get the ratios right, and it runs itself.

Got a concern on a project, or something you're trying to work through? Tick the box when you scan the QR, or email me, and we'll arrange a call. About what a contract means? Get legal advice first.

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