



Standard Letters in Architectural Practice

By David Chappell

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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 provides some 285 standard letters for use at all stages of project administration. To assist the user, they are grouped into sections which correspond with the RIBA Plan of Work: the aim is to cover all the common situations encountered in practice.

The book has been revised to take account of the latest contract revisions and many letters have been added. Unless otherwise stated, all letters are suitable for use with:

- JCT 98
- WCD 98
- IFC 98
- MW 98
- GC/Works/1 (1998)

The latest edition also takes account of the three new RIBA Standard Forms of Agreement for Appointment of an Architect: SFA/99, CE/99 and SW/99

Although primarily written for architects and contracts administrators, the book will also be of use to project managers and employers' agents under WCD 98. Contractors will also find much of interest.

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Editorial Review

From the Back Cover

Much of an architect's work is concerned with letter writing and many letters have legal and contractual implications. This set of some 285 standard letters is based on the RIBA Plan of Work and is suitable for use with all the main JCT forms as well as GC/Works/1. The book includes a free CD-Rom of all the letters which can be customised.

About the Author

David Chappell BA(Hons Arch), MA(Arch), MA(Law), PhD, RIBA has worked as an architect in the public and private sectors and as contract administrator for a building contractor. He is now Director of Chappell-Marshall Limited, a construction contracts consultancy and frequently acts as an adjudicator and arbitrator. He was appointed Visiting Professor in Practice Management and Law at the University of Central England in Birmingham from 1 March 2003. David Chappell is author of many articles in the professional press and over 20 books for the construction industry. He is one of the RIBA Specialist Advisors and lectures widely.

Users Review

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Lori Roth:

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