

Project Title: **Insert**

Contract Reference No: **Insert**

-AGREEMENT-

1. This contract is between the Chartered Institution of Building Services Engineers (CIBSE) 222 Balham High Road, London, SW12 9BS (“CIBSE”) and **xxxxxxxxxxxxxxxx** (“the contractor”).
2. The annexes listed below form the contract for this project as and where applicable to the sub-contractor and his work.
 Annex A. Project Proposal submitted to CIBSE, [Date]
 Annex B. CIBSE Standard Terms and Conditions
 Annex C. CIBSE Contracts Procedure and Guidance Note (12 December 2013)
 Annex D. Preparation of Drafts for Publication: Guidance Notes for Authors and Editors
3. Any variations to the programme of work, including the timetable, delivery of outputs and personnel employed, deemed necessary by the contractor shall be agreed in advance in writing with the CIBSE Project Manager. Such variations may only be sought in exceptional and unforeseen circumstances.
4. The total sum payable by CIBSE to the contractor for carrying out, to satisfactory completion as determined by the Steering Group and Knowledge Management Committee (KMC), the project detailed in Annex A to this agreement, is £xxx, excluding VAT, and shall be paid according to the fee payment schedule in the final agreed version of Annex A.
5. Claims for payment in respect of work carried out against the fee schedule must be submitted to CIBSE within three weeks of completion.
6. Invoices and all correspondence must state clearly the contract reference number and indicate the sequence number in the fee schedule to which they relate.
7. The CIBSE project officer for this project is: [xxxxxxxxxxxxxxxx]; email xxxxxxxx.- to whom all correspondence should be addressed.

Signed on behalf of:

Chartered Institution of Building Services Engineers

Name: **Signature:**

In the presence of:

Name: **Signature:**

Date:

For **Insert**

Name: **Signature:**

In the presence of:

Name: **Signature:**

Date: