Contract Playbook

A practical guide to actions, approvals, notices and deadlines

See how contract requirements become a working reference for your project team. These selected extracts show the format used to connect an event on a project with the action required, the relevant deadline and the source clause.

Inside this sample

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How to read the extracts

These extracts are taken from a draft Playbook and demonstrate its structure. The deadlines, obligations and clause references relate to that example only; they are not standard terms for other contracts. The underlying contract is not included and its links have been removed. Always check your own signed contract and amendments.

NAVIGATION

Quick reference

Use this overview to find the right topic. Page numbers below refer to the full example Playbook; this sample includes selected pages only.

Section	What to look for	Page
Instructions and extra work	Client requests, oral instructions, variations, plans and inspection	04
Delivery responsibilities	Plans, materials, people, subcontractors and contract transfers	05–06
Commercial and close-out	Invoices, security, changes in law and site close-out	07
Stopped work and serious breaches	Suspension, resumption, serious breaches and unexpected events	08
Notices and deadlines	Formal service, confidentiality, compliance and reminder periods	09–10

Sample extract: contract-specific requirements, not general guidance. Source contract not included.

01 / Client instructions and extra work

When the Client asks for work or gives an instruction

Use this table when the Client gives an instruction, asks for additional work or requests plans or access for inspection.

When this happens	What you need to do	Approval / notice / deadline	Formal clause
The Client gives an instruction or asks for extra work	Confirm an oral instruction in writing. Treat extra or changed work as a possible variation and notify the Client.	Oral confirmation: 5 days. variation notice: 21 days from the instruction, document or event.	2.5 / 10.3 PDF pp.23–24
The price or programme basis for the change is unclear	Identify the effect on the programme and contract price. Agree a new valuation basis if the contract rates do not apply.	Client and Contractor must agree the new basis while the variation effect remains pending.	10.5 PDF p.9
The Client asks for plans or documents	Submit the plans required by the Client's representative.	Response: 14 days or another agreed time. Approval does not remove Contractor's obligations.	22.2 PDF p.4
The Client wants to inspect or witness a test	Give notice, provide access and supply certified records and reports.	Do not cover work or put it out of view without prior approval.	25.2 PDF p.17

Sample extract: contract-specific requirements, not general guidance. Source contract not included.

04 / Payment, security and close-out

When invoicing, securing payment or closing out the work

Use this table for invoices, late payment, performance security, legislative changes and worksite close-out.

When this happens	What you need to do	Approval / notice / deadline	Formal clause
An invoice is due or remains unpaid	Submit invoices monthly or as agreed and record the due date of each valid invoice.	Final claims: within 6 months of completion or termination. Late payment: interest may be claimed after 30 days.	11.3 / 11.5 PDF p.9 and 24
A guarantee or bond is required	Provide the required guarantee, letter of credit or bond, unless the contract allows money to be retained instead.	Due within 30 days after signing the contract.	44 PDF pp.25–26
A change in law or regulation affects the work	Show the actual extra cost caused only by the change to the work.	The Client must approve any repayment.	43.5 PDF p.6
Work at the fabrication site is finishing	Leave the whole fabrication site clean and tidy.	Any different arrangement must be agreed in writing.	56 PDF p.14

Sample extract: contract-specific requirements, not general guidance. Source contract not included.