



# **A Guide to Letter Contracts: For Very Small Projects, Surveys and Reports**

*Roland Phillips*

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On very small projects, many architects prefer to formalise their appointment by means of a letter rather than lengthier standard RIBA Agreements. This guide points out the risks and pitfalls to avoid when using letter contracts, ensuring your letter contracts are suitable for the project in hand. "A Guide to Letter Contracts" presents for the first time a safe way to word a letter contract for very small projects. At its heart are two annotated model letters, one for a business client and the other for a domestic client. Expressed in plain English, the models include provisions that may be modified to suit project requirements. Template versions of these letters available as a FREE download below. An introduction explains the background issues, while matters of particular concern - including payment, copyright, liability and insurance - are explained in more detail in a section on watchpoints. The whole is supported by four worked examples demonstrating how the models may be adapted in practice. Essential for architects and other consultants offering design services, "A Guide to Letter Contracts" offers critically important guidance to minimize the inherent risks of concluding appointments by letter.

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