



**MODEL CERTIFICATES AND OTHER FORMS
for use with
JCLI LANDSCAPE MAINTENANCE WORKS CONTRACT 2008
(JCLI LMWC 2008)**

August 2008

1 INTRODUCTION

This document includes model forms with guidance notes to assist Landscape Architects/Contract Administrators in producing the documents the Landscape Architect/Contract Administrator is required to produce by the JCLI Landscape Maintenance Works Contract 2008 Edition on their own forms. In the interests of standardisation Landscape Architects/Contract Administrators should use the basic layout and format of the model forms.

2 GUIDANCE NOTES ON MODEL FORMS

A General

- A1 "Contract dated": in some situations it will be more appropriate to use "Letter of Acceptance dated"
- A2 Distribution: modify list as appropriate for particular project or even for particular document.
- A3 Add information as necessary, e.g. Employer's project reference number...
- A4 If appropriate, revise "we" to "I"
- A5 In order for the sums to work easily on all forms and in accordance with standard practice, any annual contingency sum (or appropriate proportion of the total contingency sum) should be omitted on the first instruction in each year.

A6 Use either "Landscape Architect" or "Contract Administrator" as appropriate

B Landscape Architect's/Contract Administrator's Instruction

B1 Add "Approximate" before "Value of previous instructions", "Value of this instruction" and "Adjusted Annual Sum" if exact values are not known (particularly where a quantity surveyor is involved).

B2 Serial No: Instructions should be worded to only apply to one annual account period and the numbering should indicate the account period, e.g. YR1/No, i.e. YR1/01, YR1/02, YR1/03, ..., YR2/01, YR2/02....

B3 Where the contract sum is a lump sum divided as stated in Article 2 the "Amount of Annual Sum" should include any applicable inflation adjustment.

B4 The "Value of previous instructions" should only include instructions for the current annual account period.

C Periodic Payment Certificate

C1 When issuing certificates the Employer should be advised of the procedure in clause 4.6 which must be strictly applied if the Employer wishes to pay less (or more) than the amount certified.

C2 Periodic Payments should be certified in accordance with clause 4.3 at the periodic intervals stated in the Contract Particulars against clause 4.3. The final date for payment is 14 days after the certificate issue date.

C3 Serial No: numbering should reflect the annual account period, e.g. YR1/01 to YR1/12, YR2/01 etc.

C4 The valuation of work properly executed (including the value of work done on instructions and inflation adjustment applicable to the period) should be issued with the certificate. If the valuation is simple it could be included on the certificate, e.g. 1/12 of annual sum + x% inflation adjustment.

C5 "This is not a Tax Invoice" should always be included.

D Annual Certificate

- D1 The value of work properly executed during the account period should include the value of any work done on instructions and any inflation adjustment applicable to the account period. The breakdown of the value of work properly executed should be stated on an 'Annual Account' prepared by the Contract Administrator and if possible agreed by the Contractor as the full and final settlement for the particular period under the Contract.
- D2 If applicable a breakdown of the liquidated damages should be issued with the certificate.
- D3 Delete bonus item if clause 4.8 does not apply and delete the liquidated damages item if there is no Schedule of Liquidated Damages.
- D4 The final date for payment is 14 days after the issue date. The timing for the issue of the certificate is included in clause 4.5
- D5 When issuing certificates the Employer should be advised of the procedure in clause 4.6 which must be strictly applied if the Employer wishes to pay less than the amount certified.
- D6 "This is not a Tax Invoice" should always be included.

This document is issued by the **Joint Committee for Landscape Industries** comprising:

Arboricultural Association
British Association Landscape Industries
Horticultural Trades Association
Institute of Chartered Foresters
Landscape Institute



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COMPANY LETTERHEAD

LANDSCAPE ARCHITECT'S/CONTRACT ADMINISTRATOR'S INSTRUCTION

Project:
Works: Landscape Maintenance
situated at:

Serial No: YRx/xx

Reference:

Employer:
address:

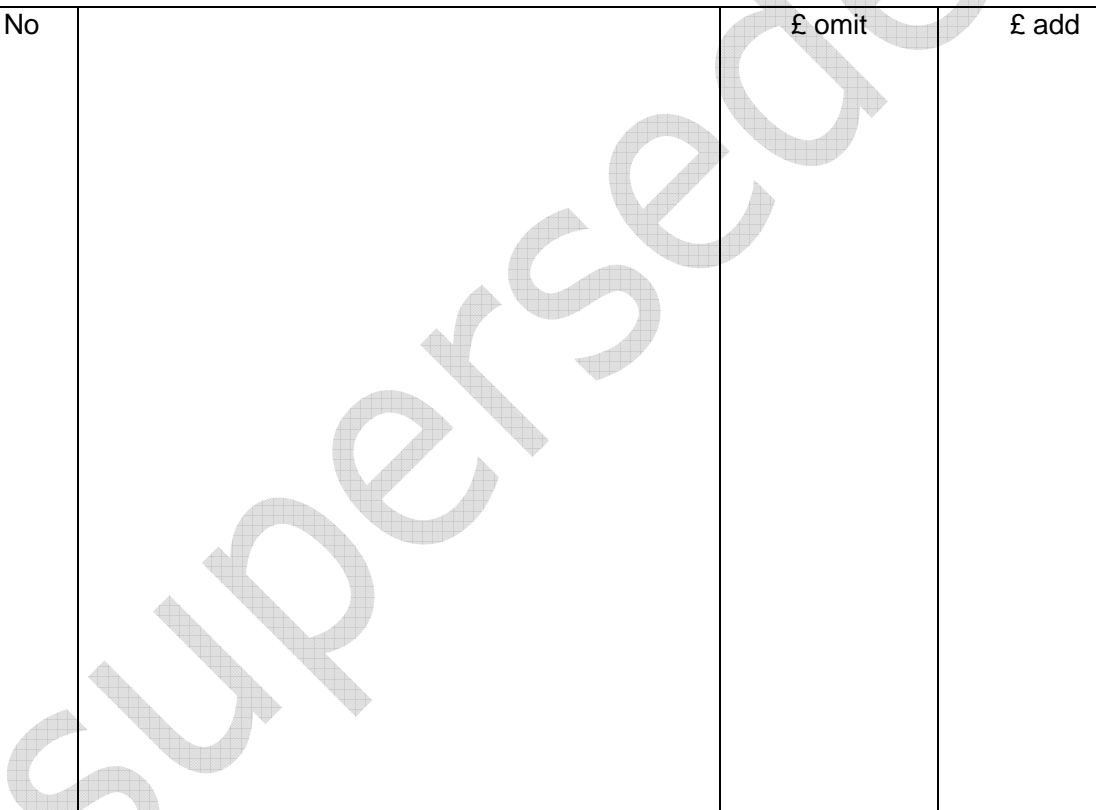
Issue date:

Contractor:
address:

Contract dated:

Sheet: of

Under the terms of the above Contract, we issue the following instructions:

Item No		£ omit	£ add
			

Signed: _____ Landscape Architect/Contract Administrator

Distribution:	Amount of Annual Sum (Year x)	£
Employer ()	Value of previous instructions(Year x)	£ _____
Contractor ()		£ _____
Quantity Surveyor ()	Value of this instruction	£ _____
Project Manager ()	Adjusted Annual Sum (Year x)	£ _____
CDM Co-ordinator ()		
File ()		

COMPANY LETTERHEAD

PERIODIC PAYMENT CERTIFICATE

Project:
Works: Landscape Maintenance
situated at:

Serial No: YRx/xx

Reference:

Issue Date:

Employer:
address:

Contract Dated:

Valuation Dated:

Contractor:
address:

Final Date for Payment:

Value of work properly executed between xx.xx.xxxx and yy.yy.yyyy in accordance with Article 2 £

Less liquidated damages £

TOTAL £

We certify that under the terms of the above Contract the amount for payment by the Employer to the Contractor on this certificate is **xxxx thousand xxxx hundred and xxxx pounds and xxxx pence** (exclusive of VAT).

Signed _____ Landscape Architect/Contract Administrator

This is not a Tax Invoice

Distribution: Employer (), Contractor (), Quantity Surveyor (), Project Manager (), CDM Co-ordinator (), File ()

COMPANY LETTERHEAD

ANNUAL CERTIFICATE

Project:
Works: Landscape Maintenance
situated at:

Serial No: YR/x

Reference:

Issue Date:

Employer:
address:

Contract Dated:

Contractor:
address:

Final Account Dated:

Final Date for Payment:

Value of work executed during the account period xx.xx.xxxx to yy.yy.yyyy in accordance with Article 2	£	_____
x% bonus on the value of the work executed during the account period	£	_____
Total		_____
Less liquidated damages applicable to the account period	£	_____
Total	£	_____
Less amounts previously certified for the account period	£	_____
TOTAL	£	_____

We certify that under the terms of the above Contract the amount for payment by the Employer to the Contractor on this certificate is **xxxx thousand xxxx hundred and xxxx pounds and xxxx pence** (exclusive of VAT).

Signed _____ Landscape Architect/Contract Administrator

This is not a Tax Certificate

Distribution: Employer (), Contractor (), Quantity Surveyor (), Project Manager ()
CDM Co-ordinator (), File ()