



**Architect /
Contract
Administrator's
Instruction**

Issued by:
Address:

Customer:
Address:

Contractor:
Address:

Works
situated at:

Job reference:

Instruction no:

Issue date:

Sheet: of

Contract dated:

Under the terms of the above-mentioned Contract, I/we issue the following instructions:

| | | Architect/Contract Administrator's estimate of costs (optional) | |
|---|--------------|---|---------|
| | | Omit (£) | Add (£) |
| | | | |
| To be signed by or for the issuer named above | Signed _____ | | |

| | |
|---|----------|
| Contract Price | £ |
| +/- Estimated cost of previous instructions | £ |
| Sub-total | £ |
| +/- Estimated cost of this instruction | £ |
| Estimated revised Contract Price | £ |

Distribution

| | | |
|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Contractor | Other recipients: <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> Employer | <input type="checkbox"/> | <input type="checkbox"/> Copy on file |