



**MODEL CERTIFICATES AND OTHER FORMS
for use with
JCLI LANDSCAPE WORKS CONTRACT 2017 (JCLI LWC)
and
JCLI LANDSCAPE WORKS CONTRACT WITH CONTRACTOR'S
DESIGN 2017 (JCLI LWCD)**

April 2017

1 INTRODUCTION

The model forms and guidance in this document are also appropriate for the Scottish Landscape Works Agreement 2017 (JCLI SLWA 2017) and the Scottish Landscape Works Agreement with Contractor's Design 2017 (JCLI SLWAD 2017)

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 Conditions of Contract on their own forms. In the interests of standardisation Landscape Architects/Contract Administrators should use the basic layout and format of the model forms.

Care has been taken in preparing this document but it should not be treated as a definitive legal interpretation or commentary. Users are reminded that the effect in law of the provisions of the JCLI Landscape Works Contract 2017 Edition and the LCLI Landscape Works Contract with Contractor's Design 2017 Edition is, in the event of a dispute as to that effect, a matter for decision in adjudication, arbitration or litigation.

The 2017 editions of the JCLI Contracts introduce a few modifications to the payment procedures which affect payment certificates and pay less notices and these revisions are underlined in the text below. Additionally, the 2012 editions of the JCLI Contracts changed the procedures associated with payment of the Contractor considerably and resulted in revisions to previous guidance and payment certificates as well as additional forms. These changes resulted from the Local Democracy, Economic Development and Construction Act 2009 (LDEDCA), the Construction part of which came into force on 1 October 2011, which amended the Construction part of the Housing Grants Construction and Regeneration Act 1996 (HGCRA). The 2012 revisions were explained in JCLI Practice Note No 8 Revision 1 (June 2012).

Landscape Architects/Contract Administrator should note that contract administration associated with valuations, certificates and pay less notices is much easier if they are rigorous about:

- always issuing payment certificates on time (even if £0), i.e. within 5 days of the due date for each (to avoid contractor's notices and associated complications);

- if a deduction for liquidated damages (or similar deduction) is required then always issuing the pay less notice with the certificate on the due date for the certificate, not within 5 days and 9 days respectively (to avoid revaluation for the pay less notice and subsequent complications);
- ensuring the amount certified on the final certificate is not negative (to avoid the contractor issuing a pay less notice against it) and avoiding the deduction of liquidated damages from the final certificate (to avoid the possibility of a negative pay less notice).

The periods of days stated in JCLI LWC and LWCD and below include weekends (but exclude public holidays).

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 contingency sum should be omitted on the first instruction.
- A6 Use either "Landscape Architect" or "Contract Administrator" as appropriate.
- A7 Delete the red statement on each model form.

B Landscape Architect's/Contract Administrator's Instruction (except for the removal of the CDM Co-ordinator from the distribution, this form is the same as the 2012 version)

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

C Interim Payment Certificate

- C1 This certificate should be used for Interim Certificates issued under clauses 4.3 and 4.4. The amended HGCRA requires certificates to state the basis of the calculation of the amount due. The 2017 editions of the JCLI LWC and LWCD require certificates to detail all 'adjustments', which are defined as amounts under clauses 3.6 (variations), 3.7 (provisional sums), 4.7 (suspension) and

fluctuations. This is accommodated on the model certificate by reference to an attachment where each adjustment should be listed (e.g. a valuation document).

- C2 Due dates for payments are at 4 weekly intervals from commencement until practical completion as stated in clause 4.3. The due date for the first payment after practical completion is 7 days after the date of practical completion and thereafter every 3 months until the end of the rectification period in accordance with clause 4.4. All Interim Certificates have to be issued within 5 days of the relevant due date. A certificate must be issued even if the amount due is £0. Any certificate issued late will be invalid (unless agreed otherwise by the Contractor and Employer). The final date for payment is 14 days after the due date.
- C3 **If the Employer wishes to deduct anything from the amount certified** (e.g. liquidated damages or contra-charges, i.e. items which are not appropriate to deduct on certificates) a pay less notice must be issued by the Landscape Architect / Contract Administrator at least 5 days before the final date for payment in accordance with clause 4.5.4. The amount due on the pay less notice must be the amount due at the date of the notice rather than at the due date. The need to revalue the work done at the date of the pay less notice can be avoided if the certificate and pay less notice are both issued on the due date for payment, but the pay less notice must not be issued before the certificate. A pay less notice could actually be a 'pay more' notice. (see section D below).
- C4 If any certificate is not issued on time the Contractor can issue a notice under clause 4.5.2 stating how much was due at the due date calculated in the same way as clause 4.3.1 and 4.3.2 or 4.4.1 and 4.4.2 as appropriate. The Contractor's notice can be issued at any time after the certificate should have been issued. The final date for payment is extended by the number of days between the end of the 5 day period during which the certificate should have been issued and the date of the Contractor's notice. Hence, unless the 14 day period between the due date and the final date for payment has been revised in the particular project contract, payment of the Contractor's notice is due 9 days after the date of the notice, but a pay less notice can be issued within 4 days of the Contractor's notice. (see section E below). If an interim certificate is not issued on time, issuing certificates for payment cannot recommence until a Contractor's notice is issued by the Contractor unless the Contractor and Employer agree otherwise.
- C5 Delete the references to clause 4.4 if the certificate is before practical completion, or delete the references to clause 4.3 if the certificate is after practical completion. Delete references to 2.10A, 2.10B, 2.11A and 2.11B to leave just one as appropriate. Clause 2.10A or 2.10B apply for JCLI LWC and 2.11A or 2.11B for JCLI LWCD depending on whether option A or B was selected in the Contract Particulars.
- C6 The second item "Value of materials ..." is only applicable prior to practical completion and should be deleted for certificates issued under clause 4.4. For other items insert £0 if appropriate rather than deleting the item.
- C7 If there are any deductions under the items concerning Contractor's notices, revaluations, or under clause 2.10A/2.10B or 3.5 (2.11A/2.11B or 3.5 in JCLI LWCD) then it is advisable to refer to an attached document which details them individually, as indicated on the model certificate.

C8 “This is not a Tax Invoice” should always be included.

D Pay Less Notice (Type 1)

D1 Pay less notices are issued by the Landscape Architect/Contract Administrator on behalf of the Employer, only if the Employer wishes to deduct something from the amount due on a payment certificate or on a Contractor’s notice, or to reduce the amount the Contractor claims on a Contractor’s notice. The amended HGCRA requires pay less notices to state the basis of the calculation of the amount due at the date of the notice. The 2017 editions of the JCLI LWC and LWCD require certificates to detail all ‘adjustments’, but this is not a requirement for pay less notices in the contract. However, since pay less notices concern the amount due (not the amount withheld) it is logical that they should also detail the adjustments. See also C3 and C4 above.

D2 **Pay Less Notice (Type 1) is a pay less notice against an Interim Certificate or Final Certificate to deduct items which are not deducted on certificates, e.g. liquidated damages or contra-charges. Only include such deductions on a pay less notice after receiving written authorisation from the Employer for each individual deduction with the reason for each individual deduction.** Detail each deduction and the reason for it on the form (or by reference to an attached document).

D3 **Do not deduct anything which will subsequently be deducted on certificates on this type of pay less notice otherwise the Contractor will subsequently receive the deducted amount on payment of the next certificate.**

D4 The requirement to detail all adjustments is accommodated on the model pay less notice by reference to an attachment where each adjustment should be listed (e.g. a valuation document). If there is no revaluation then the adjustments will be the same as on the certificate against which the pay less notice is issued and hence the adjustments could be detailed by reference to the adjustments on the certificate.

D5 Pay less notices are for the amount due at the date of the notice and this means that (except for (most) certificates after practical completion) there will be a difference between the Valuation for the pay less notice (at the date of the notice) and the Valuation on the certificate (at the due date). **To avoid revaluing for the pay less notice issue both the pay less notice and the certificate on the due date for payment** (but the notice must not be issued before the certificate). Issuing the certificate and notice together is also more likely to avoid the situation where the Employer receives invoices from the Contractor for both the certified amount and the pay less notice amount. When issuing the documents advise the Contractor which to invoice and the Employer which to pay (see D6 below).

D6 **Note that the amount on the pay less notice is paid by the Employer instead of the amount certified on the certificate which the pay less notice is issued against. Advise the Employer accordingly in order to avoid overpayment.**

D7 Modify the % associated with retention and delete two of the clause references 4.3.1, 4.4.1 and 4.8.1.1 as appropriate to whether the notice is issued against an Interim Certificate issued before or after practical completion or against the Final Certificate.

D8 "This is not a Tax Invoice" should always be included.

E Pay Less Notice (Type 2)

E1 D1 and D4 apply to a Pay Less Notice (Type 2) as well as a Pay Less Notice (Type 1). See also C3, C4 and C7 above.

E2 **Pay Less Notice (Type 2) is a pay less notice against a Contractor's notice issued to reduce the amount on the Contractor's notice.** A Contractor's notice is issued by the Contractor when the Landscape Architect/Contract Administrator fails to issue a payment certificate on time, see C4 above. The pay less notice must be issued within 4 days of the date of the Contractor's notice (i.e. not less than 5 days before the revised final date for payment), see C4 above.

E3 **Do not deduct items which are not deducted on certificates, e.g. liquidated damages or contra-charges, on this type of pay less notice otherwise the Contractor will subsequently receive the deducted amount on the next certificate.** However see E4 below.

E4 A pay less notice against a Contractor's notice issued because the Final Certificate was not issued on time must include any appropriate deductions for liquidated damages and contra-charges as well as any valuation correction because this is the last opportunity to recover them under the contract and there will be no subsequent certificate. Otherwise the Employer will have to recover them as a debt.

E5 Pay less notices are for the amount due at the date of the notice and this means that (except for (most) certificates after practical completion) there will be a difference between the Valuation for the pay less notice (at the date of the notice) and the Valuation on the Contractor's Notice (at the due date). Additionally, the later the Contractor issues the notice the less worthwhile it is for a pay less notice to be issued because the Valuation for the pay less notice will be increasing as the period between the due date and the date of the pay less notice increases (except for the certificates after practical completion).

E6 In the case of a pay less notice to reduce a Contractor's notice issued because the Final Certificate was not issued on time, modify the add and deduct items on the model pay less notice in order to ensure that the right amount is paid to the Contractor (or Employer). See H3 below. Additionally, in this situation if the amount due is from the Contractor to the Employer modify the written statement concerning the amount due at the bottom of the notice.

E7 **Note that the amount on the pay less notice is paid by the Employer instead of the amount notified on the Contractor's notice which the pay less notice is issued against. Advise the Employer accordingly in order to avoid overpayment.**

- E8 The second item "Value of materials ..." is only applicable prior to practical completion and should be deleted for notices after practical completion. For other items insert £0 if appropriate rather than deleting the item.
- E9 Delete references to sub-clauses of clauses 4.3, 4.4 and 4.8 as appropriate, leaving the relevant one related to the certificate against which the pay less notice is being issued (but see E10 below). Delete references to 2.10A, 2.10B, 2.11A and 2.11B to leave just one as appropriate for the contract. Clause 2.10A or 2.10B apply for JCLI LWC and 2.11A or 2.11B for JCLI LWCD depending on whether option A or B was selected in the Contract Particulars.
- E10 For a Pay Less Notice (Type 2) issued against a Contractor's notice when a Final Certificate has not been issued on time, the relevant clause for the differences in valuation item is 4.3.2.3 and for the deductions under clause 2.10/2.11 or 3.5 item is 4.3.2.4, due to the reference to clause 4.3.2 in clause 4.8.1.2.
- E11 Modify the % associated with retention and delete two of the clause references 4.3.1, 4.4.1 and 4.8.1.1 as appropriate to whether the notice is issued against a Contractor's notice issued instead of a before or after practical completion interim certificate or the Final Certificate.
- E12 "This is not a Tax Invoice" should always be included.
- F Certificate of Practical Completion** (except for the removal of the CDM Co-ordinator from the distribution, this form is the same as the 2012 version)
- F1 The second phrase ("subject to Schedule ... dated ...") and last phrase ("subject to the Rectification Period.... Schedule") should be deleted unless the procedure to list incomplete work as described in Guidance Note 26 in JCLI LWC is applied (28 in JCLI LWCD). Even if an agreed Schedule of Incomplete Work is attached, the last phrase may not be relevant.
- F2 If the Employer takes early possession of part of the works under clause 2.12 in JCLI LWC (clause 2.13 in JCLI LWCD) a "Certificate of Practical Completion of Part of the Works" should be issued. The model "Certificate of Practical Completion" can be used by:
- revising the title
 - adding "Serial No" (top right hand side as on other forms)
 - revising the first sentence to "under the terms of the above Contract we certify that practical completion of (*description of the part of the works*) ... was achieved on *xx month xxxx*, subject to"
- F3 The certificate assumes that the Contractor has supplied the information required for the health and safety file if applicable (see clause 2.9 in JCLI LWC and clause 2.10 in JCLI LWCD) and in the case of JCLI LWCD has also supplied the information required relating to the Contractor's Designed Portion. If this is not the case then practical completion has not been achieved and practical completion should not be certified until this information has been received.

G Certificate of Making Good

- G1 Where there is early possession of part of the works under clause 2.12 of JCLI LWC (clause 2.13 in JCLI LWCD), there will be a Certificate of Making Good for each part.
- G2 This certificate must be issued before the Final Certificate can be issued.
- G3 Delete the listed alternative clauses which do not apply. Clause 2.10A or 2.10B apply for JCLI LWC and 2.11A or 2.11B for JCLI LWCD depending on whether option A or B was selected in the Contract Particulars.
- G4 Where the rectification period has been extended for particular items of incomplete work on the schedule attached to the Practical Completion Certificate then the Certificate of Making Good and the Final Certificate can not be issued until after the end of the latest period.

H Final Certificate

- H1 If the Employer wishes to deduct liquidated damages from the Final Certificate he must advise the Contractor prior to or on the date of issue of the certificate under clause 2.8.3 in JCLI LWC (clause 2.9.3 in JCLI LWCD). This requirement will be satisfied by issuing a Pay Less Notice (Type 1) on the same date as issuing the Final Certificate (but the notice must not be issued before the certificate). However, it is preferable if the Employer advises the Contractor separately before the certificate is issued that he intends to deduct liquidated damages from the final certificate, as well as a pay less notice being issued.
- H2 The due date for the Final Certificate is 28 days after the later of either, the date the necessary documentation to compute the Final Certificate is received from the Contractor or, the date stated in the Certificate of Making Good. The Final Certificate has to be issued within 5 days of the due date. A certificate must be issued even if the amount due is £0. A certificate issued late will be invalid (unless agreed otherwise by the Contractor and Employer). The final date for payment is 14 days after the due date.
- H3 The amended HGCRA requires certificates to state the basis of the calculation of the amount due. The 2017 editions of the JCLI LWC and LWCD require certificates to detail all 'adjustments', which are defined as amounts under clauses 3.6 (variations), 3.7 (provisional sums), 4.7 (suspension) and fluctuations. This is accommodated on the model certificate by reference to an attachment where each adjustment should be listed (e.g. a Valuation document). The 2017 editions are also specific on how to calculate the final certificate (clause 4.8.1) although this has only minor impact on the 2012 model form.
- H4 If the payer wishes to deduct anything from the amount certified a pay less notice must be issued by the payer (i.e. by the Landscape Architect / Contract Administrator if the payer is the Employer) at least 5 days before the final date for payment (see clause 4.8.3). See section D above. The revaluation problem identified in C3 above is unlikely to be an issue with a Pay Less Notice (Type 1) against the Final Certificate.

- H5 If the certificate is not issued on time the Contractor can issue a notice stating how much is due at any time after the certificate should have been issued (see clause 4.8.4). Payment of the Contractor's notice is due 9 days after the date of the notice but a pay less notice can be issued within 4 days of the Contractor's notice, see C4 above. Such a pay less notice can include any type of deduction or correction because there will be no subsequent certificates. See section E above.
- H6 If there are any deductions under the items concerning Contractor's notices, revaluations, or under clause 2.10A/2.10B or 3.5 (or 2.11A/2.11B or 3.5 for JCLI LWC) then it is advisable to refer to an attached document which details them individually, as indicated on the model certificate.
- H7 Due to the reference to clause 4.3.2 in clause 4.8.1.2, the relevant clause for the differences in valuation item is 4.3.2.3 and for the deductions under clause 2.10/2.11 or 3.5 item is 4.3.2.4.
- H8 If the Contractor owes the Employer (i.e. the Total is negative) revise the final sentence of the model certificate accordingly.
- H9 "This is not a Tax Invoice" should always be included.

This document is issued by the **JCLI Contracts Forum** comprising:

Association of Professional Landscapers
British Association of Landscape Industries
Horticultural Trades Association
Institute of Chartered Foresters
Landscape Institute
Society of Garden Designers



Published for the JCLI Contracts Forum by the Landscape Institute
Charles Darwin House 2 107 Gray's Inn Road London WC1X 8TZ

Available to download free from the Landscape Institute website
www.landscapeinstitute.org

© Landscape Institute April 2017

COMPANY LETTERHEAD

LANDSCAPE ARCHITECT'S/CONTRACT ADMINISTRATOR'S
INSTRUCTION

Project:
Works: Landscape
situated at:

Serial No:

Reference:

Employer:
address:

Issue date:

Contract dated:

Contractor:
address:

Sheet: _____ of _____

Before using this form read the guidance in sections A+B of the Model Forms document.

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

Item No		£ omit	£ add

Signed: _____ **Landscape Architect/Contract Administrator**

Distribution:	Amount of Contract Sum	£	
Employer ()	Value of previous instructions	£	_____
Contractor ()		£	
Quantity Surveyor ()	Value of this instruction	£	_____
Project Manager ()	Adjusted Total	£	
File ()			

COMPANY LETTERHEAD

INTERIM PAYMENT CERTIFICATE

Project:
Works: Landscape
situated at:

Serial No:

Reference:

Issue Date:

Employer:
address:

Contract Dated:

Valuation Dated:

Contractor:
address:

Final Date for Payment:

Before using this form read the guidance in sections A+C of the Model Forms document.

Value of work executed at due date (including any adjustments under Conditions 3.6, 3.7, 4.7 and fluctuations as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
Value of materials and goods on site at due date (including any adjustments for fluctuations as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
Less X% retention	£ _____
Total Valuation as Condition 4.3.1 / 4.4.1	£
Less amounts previously certified	£
Less amounts on Contractor's notices, as varied by pay less notices against Contractor's notices, if issued (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
Less differences in Valuations as Condition 4.3.2.3 / 4.4.2.3 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£
Less any deductions under Conditions 2.10A/2.10B/2.11A/2.11B or 3.5 as Condition 4.3.2.4 / 4.4.2.4 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£ _____
Total deductions as Condition 4.3.2 / 4.4.2	£
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 xxx hundred and xxx pounds and xxx pence** (exclusive of VAT).

Signed _____ Landscape Architect/Contract Administrator

This is not a Tax Invoice

Distribution: Employer (), Contractor (), Quantity Surveyor (), Project Manager (), File ()

COMPANY LETTERHEAD

PAY LESS NOTICE (Type 1)

Project:
Works: Landscape
Situated at:

Serial No:

Reference:

Employer:
address:

Issue Date:

Contract Dated:

Contractor:
address:

Final Date for Payment:

This notice is only for use when issuing a pay less notice against an Interim Certificate or the Final Certificate. It should only be used for the deduction of liquidated damages or similar items that are not deducted on certificates. Before using this notice read the guidance in sections A+D of the Model Forms document.

Under the terms of the above Contract, we issue this pay less notice against Interim / Final Certificate No XX.

95% / 97.5% / 100% of value of work executed at date of this notice in accordance with Condition 4.3.1 / 4.4.1 / 4.8.1.1 (including any adjustments under Conditions 3.6, 3.7, 4.7 and fluctuations as detailed on attached document dated xx/xx/xxxx ref: xxx)	£	
Less Valuation on Certificate No XX	£	
Difference between Valuations	£	_____
Plus amount certified on Certificate No XX	£	
Less liquidated damages at £xx per week for the period xx month xxxx to xx month xxxx	£	_____
TOTAL AMOUNT DUE	£	
INSTEAD OF THE AMOUNT CERTIFIED on Certificate No XX		

We give notice that under the terms of the above Contract the amount for payment by the Employer to the Contractor on this pay less notice **instead of the amount certified on Certificate No XX 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 (), File ()

COMPANY LETTERHEAD

PAY LESS NOTICE (Type 2)

Project:
Works: Landscape
Situated at:

Serial No:

Reference:

Employer:
address:

Issue Date:

Contract Dated:

Contractor:
address:

Final Date for Payment:

This notice is only for use to reduce a Contractor's notice issued when an Interim or Final Certificate has not been issued on time. It should not include deductions for Liquidated Damages or contra-charges which do not appear on certificates (unless it is against a Contractor's notice issued due to failure to issue the Final Certificate on time). Before using this notice read the guidance in sections A+E of the Model Forms document

Under the terms of the above Contract, we issue this pay less notice against Contractor's Notice dated xx month xxxx

Value of work executed at date of this notice (including any adjustments under Conditions 3.6, 3.7, 4.7 and fluctuations as detailed on attached document dated xx/xx/xxxx ref: xxx)	£	
Value of materials and goods on site at date of this notice (including any adjustments for fluctuations as detailed on attached document dated xx/xx/xxxx ref: xxx)	£	
Less X% retention	£	
Total Valuation as Condition 4.3.1 / 4.4.1 / 4.8.1.1	£	_____
Less amounts previously certified	£	
Less amounts on previous Contractor's notices, as varied by pay less notices against Contractor's notices, if issued (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£	
Less differences in Valuations as Condition 4.3.2.3 / 4.4.2.3 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£	
Less any deductions under Conditions 2.10A/2.10B/2.11A/2.11B or 3.5 as Condition 4.3.2.4 / 4.4.2.4 (as detailed on attached document dated xx/xx/xxxx ref: xxx)	£	
Total deductions as Condition 4.3.2 / 4.4.2 / 4.8.1.2	£	_____

**TOTAL AMOUNT DUE INSTEAD OF THE AMOUNT ON £
CONTRACTOR'S NOTICE DATED xx/xx/xxxx**

We give notice that under the terms of the above Contract the amount for payment by the Employer to the Contractor on this pay less notice **instead of the amount on Contractor's notice dated xx/xx/xxxx 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 (), File ()

COMPANY LETTERHEAD

CERTIFICATE OF PRACTICAL COMPLETION

Project:
Works: Landscape
Situated at:

Reference:

Employer:
address:

Issue Date:

Contractor:
address:

Contract Dated:

Before using this form read the guidance in sections A+F of the Model Forms document.

Under the terms of the above Contract, we certify that in our opinion practical completion was achieved on *xx month xxxx*,

subject to the completion of the works on the attached agreed Schedule of Incomplete Work dated *xx month xxxx*.

The Rectification Period will expire on *xx month xxxx*,

subject to the Rectification Period expiry date being extended as stated on the attached agreed Schedule of Incomplete Work dated *xx month xxxx*.

Signed _____ **Landscape Architect/Contract Administrator**

Distribution: Employer (), Contractor (), Quantity Surveyor (), Project Manager (), File ()

COMPANY LETTERHEAD

CERTIFICATE OF MAKING GOOD

Project:
Works: Landscape
Situating at:

Serial No:

Reference:

Employer:
address:

Issue Date:

Contract Dated:

Contractor:
address:

Before using this form read the guidance in sections A+G of the Model Forms document.

Under the terms of the above Contract, we certify that the Contractor's obligations under Condition 2.10A/2.10B/2.11A/2.11B were discharged by *xx month xxxx*.

Signed: _____ Landscape Architect/Contract Administrator

Distribution: Employer (), Contractor (), Quantity Surveyor (), Project Manager (), File ()

COMPANY LETTERHEAD

FINAL CERTIFICATE

Project:
Works: Landscape
situated at:

Serial No:

Reference:

Issue Date:

Employer:
address:

Contract Dated:

Final Account Dated:

Contractor:
address:

Final Date for Payment:

Before using this certificate read the guidance in sections A+H of the Model Forms document

Contract Sum (including any adjustments under Conditions 3.6, 3.7, 4.7 and fluctuations as detailed on attached document dated xx/xx/xxxx ref: xxx) as Condition 4.8.1.1 £ _____

Less amounts previously certified £

Less amounts on Contractor's notices as varied, by pay less notices against Contractor's notices, if issued (as detailed on attached document dated xx/xx/xxxx ref: xxx) £

Less differences in Valuations as Condition 4.3.2.3 (as detailed on attached document dated xx/xx/xxxx ref: xxx) £

Less any deductions under Conditions 2.10A/2.10B/2.11A/2.11B or 3.5 as Condition 4.3.2.4 (as detailed on attached document dated xx/xx/xxxx ref: xxx) £ _____

Total deductions as clause 4.8.1.2 £ _____

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 () File ()