

## Sample Letter of Intent

Use this as the framework to create a better letter of intent. You must complete the details accurately and should consider carefully if this is the most appropriate content and strategy for your project. Once issued the parties must take all steps to agree the full contract and if not, the client may need to end this letter of intent.

Date:

To [Contractor name and address]

### The Project:

This letter of intent records the Client <details> and the Contractor <details> agreeing to co-operate on the initial works for a project <details> and the provisions that will help define how they carry it out.

The Contractor will:

- carry out the initial works <describe>;
- start the initial works on <start date>, make regular and reasonable progress, and complete the initial works by <completion date>;
- use reasonable skill and care to ensure the initial works when completed meet the standards or are fit the purposes set out in <relevant sections of documents>.

The Client will:

- pay the price £<figures> in two equal instalments and issue pay-less notices. The first payment is due on <date> and the final payment on completion of the initial works. The due date is when the Client receives a correct invoice (the payment notice). The final date for payment is 28 days after its receipt. If the Client intends to pay less than the invoiced amount, then it must send the Contractor a written pay-less notice showing how much it will pay and its calculation, to arrive at least 5 days before the final date;
- extend the completion date for any change or its own acts and omissions which delay completion;
- not be responsible for the accuracy of any site information provided to the Contractor; if there are unforeseen site conditions which the Contractor could not discover by visual inspection, then the parties will agree reasonable changes to the price and the completion date.

The Client can ask the Contractor to carry out changes to the initial works, provided that (a) the parties agree changes to the price and completion date before the Contractor starts the changes and (b) the agreed changes do not increase the price than more than <figures>%.

If the initial works are not complete by the <completion date>, the Client may deduct £<figures>, as agreed compensation, for every week that completion of the initial works is delayed.



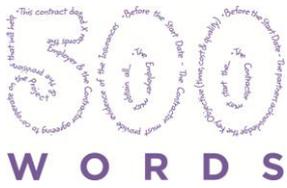
## 500 WORDS LTD

Ash Cottage, Hawthorn Lane, Wilmslow, SK9 5DG

Company Registration: 08893252

Sarah@500words.co.uk  +44(0)7767 342747  500words.co.uk





## Sample Letter of Intent

Use this as the framework to create a better letter of intent. You must complete the details accurately and should consider carefully if this is the most appropriate content and strategy for your project. Once issued the parties must take all steps to agree the full contract and if not, the client may need to end this letter of intent.

If this letter of intent is breached, the Contractor's total liability for any one claim, excluding claims arising from death, personal injury or negligence, cannot exceed £<figures>.

If there is a serious breach of this letter, or when it is clear that the parties will not be signing a contract for the project, either party may end this agreement by giving 14 days' written notice to the other. At the end of that notice, the Contractor will leave the site in a clean and tidy state and will invoice the Client for a reasonable proportion of the price to cover all initial works started or completed provided that they comply with this letter.

### Signed as a contract

[Name and position]

As authorised signatory for the Contractor

[Contractor name and co number]

[Name and position]

As authorised signatory for the Client

[Client name and co number]



## 500 WORDS LTD

Ash Cottage, Hawthorn Lane, Wilmslow, SK9 5DG

Company Registration: 08893252

Sarah@500words.co.uk  +44(0)7767 342747  500words.co.uk

