

## CONDITIONS OF APPOINTMENT FOR APPRAISAL TASKS

The following terms are to provide clients with a clear explanation of the rights and responsibilities of each party in an agreement for simple appraisal works at the beginning of a project.

### PARTIES TO THE CONTRACT

#### The Client

The client is the Addressee of the letter or email containing proposal of Architect's services.

#### The Architect

Jonathan Rhind Architects, The Old Rectory, Shirwell, Barnstaple, Devon EX31 4JU Tel: 01271 850416  
and Coach House, Rumwell Hall, Taunton, Somerset TA4 1EL Tel: 01823 462300

### THE SCOPE OF THE WORK & FEES

The scope of the work and fees are as defined in the proposal letter/email and any attached briefing documents.

### THE FEE

The fees are as defined in the proposal letter/email.

### RESPONSIBILITIES

The Architect is responsible with carrying out the services diligently to the best of his ability.  
If further information or instruction is required of the Client this will be defined in the proposal letter/email.

### PAYMENT

The Architect will invoice monthly for any completed tasks. The Client shall pay within 14 days from the date of issue of an invoice.

### SUSPENSION OR TERMINATION

The Client may suspend or terminate the services giving 7 days' notice in writing. In this case Any abortive work up to date of termination may be charged by the architect.

The Architect may suspend the services by giving 7 days' notice in writing only in the case that he is impeded from performing the services by a reason beyond his control.

### INSURANCES

We hold insurances as required by the Architects Registration Board which we can provide evidence of on request.

### COMPLAINTS & DISPUTE RESOLUTION

In the case of a complaint please contact the project lead or one of our other directors. We will aim to respond within 24 hours. If you feel we are in dispute and cannot resolve this through dialogue, we suggest you contact the Architects Registration Board (ARB) for advice. We would seek in the first instance to settle any dispute without the need for legal proceedings and are happy to discuss what may be options for Alternative Dispute Resolution, the ARB and RIBA will also give advice.

### ARCHITECT'S CODE

We are governed as registered Architects by the Architects Registration Board and are subject to the Code of Conduct which is available freely on their website.