## 5/F5 RECORD FORM FOR CONTRACT ADMINISTRATOR'S INSTRUCTIONS ISSUED

Job no:	Job title:		
---------	------------	--	--

## Contract Administrator's Instructions issued

Date	CAI no.	Item	Subject	Estimated +/- cost (£)
	1	Gas main	Quotation ref 8438/63	+1500
	2	Cilla	Deviced detail drawing LE1/02	750
	Z	Cills	Revised detail drawing L51/03	-750
	3	Opening	First floor revised drawing L51/12	+1000
	4 (1)	Hip tiles	Omit Farsand / add Red Bank	+1420
		+		+1420
	(2)	Hip irons	Omit / add finials	

- 1. Use a contract administrator's instruction (CAI) for all instructions and notifications to the contractor.
- 2. List all individual items in any CAI.
- 3. Make sure all instructions are clearly worded and unambiguous.
- 4. Do not reserve numbers for future issues; do not miss out any numbers. If any error in numbering is found, immediately notify everyone on the distribution list.