5/F8 RECORD FORM FOR CLAIMS BY CONTRACTOR

Job no: Job title:

Schedule of claims by contractor

Date	Clause no.	Item	Time/amount:		Date for decision	Date awarded
			Requeste	Allowed		
25.2.19	25	Weather - notice of delay				
		inadequate - more detailed				
		information requested				
		CAI No. 1				
	25	Gas main	4 days	2 days		
	26	Consequential loss / expense				

1. Check that contractor uses procedures laid down in the contract.
2. Inform cost consultant, design team, clerk of works immediately when any claim is notified.
3. List adequate description and if neccessary open a sub-file to collate the correspondence etc. about each claim.
4. Check that your action complies with the time limits stated in the contract.