PROFESSIONAL AGREEMENT

An Agreement to undertake professional services in respect of building work to school premises   
in the ownership of the Salford Roman Catholic Diocesan Trustees.   
For use when no other formal agreement is in place

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| --- | --- | --- |
| Name of School: |  | |
| Address:  Post Code: |  | |
| Telephone Number: |  | |
| Local Authority: |  | |
| Nature of Work | | |
|  | | |
| Finance | | |
| Estimated Cost of Project including VAT and Fees | £ | |
| Fee expressed as a percentage of anticipated build cost | | % |

### *The Governing Body of* *School hereby appoints* (Name of Consultant) *of* (Company), *Tel:*

### *as Contract Administrator, to provide professional services for the proper execution of the works described above at the budget cost shown, on the understanding that he/she will arrange for the appointment of all relevant ancillary services required by the Governors to comply with the legal, financial and other requirements of the Education Funding Agency (EFA), and the Diocese of Salford. All professional fees and charges including those of any other consultants required for the proper execution of the works to be contained within the total fees approved by the Diocesan Project Officer and EFA and not to be payable before grant aid is available.*

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| --- | --- | --- | --- |
| Signed for the  Governing Body:  Chairman’s Signature: |  | Date: |  |

### *The Contract Administrator being suitably qualified and able to undertake such work and having arranged appropriate professional indemnity and other relevant insurances, hereby accepts the appointment on the above terms and conditions.*

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| --- | --- | --- | --- |
| Signed for the Architect/Surveyor:  Position: |  | Date: |  |