Ontario Association of Architects

Ontario Association of Architects
Standard Form
of
Contract for Architect's Services

DOCUMENT 600, 2008

ADAPTED FOR_____ (*NAME of PROJECT AND/OR NUMBER*)

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AGREEMENT

A1 This contract made as of the _____ day of the _____ month in the year of _____

A2 Between the client_____

A3 and the *architect:* _____

A4 For the following *project:* _____

A5 with the following *construction budget*: _____

A6 The anticipated construction contract is: _____

A7 In addition to the *architect's* responsibilities as described in the General Conditions, including GC2, the *architect* shall provide services as described in the following schedule(s) affixed to this contract _____.

A8 In accordance with the client's responsibilities as described in the General Conditions, including GC1, the client shall furnish, surveys, reports, services and additional information as described in the following schedule(s) affixed to this contract: _____.

A9 The *architect* shall coordinate the services of the following *consultants*:

.1 engaged by the *architect*

.2 engaged by the client

The client shall pay fees and *reimbursable expenses* to the *architect* when invoices are submitted as set forth below:

A10 For the *architect's* services as outlined in the schedule(s) identified in A7, the fee shall be computed as follows:
F1 SERVICES
F2 SERVICES

A11 An administrative charge of ___% shall be added to the *reimbursable expenses* as noted in GC12.9.

A12 The rate for calculating automobile travel costs shall be $_____ per kilometre.

A13 The client shall pay to the *architect,* upon execution of this contract, a retaining fee of **$_____**. This retaining fee shall be credited against the last invoice and is the minimum payment that the client must pay the *architect* under this contract.

A14 The client shall pay the *architect u*pon receipt of invoices on account of the *architect's* fee and *reimbursable expenses*, together with such value-added taxes as may be applicable. Invoices shall be issued monthly unless otherwise agreed.

A15 An unpaid invoice shall bear interest, calculated monthly at the rate of _____ % per annum, commencing _____ days after the date that the *architect* submits the invoice.

A16 When this contract or any documents are prepared in both English and French, it is agreed that in the event of any discrepancy between the English and the French version, the English _____ language shall prevail.

A17 Notices in writing between the parties shall be considered to have been received by the addressee on the date of delivery if delivered to the individual, or to a member of the firm, or to an officer of the corporation for whom they are intended, by hand or by registered post; or if sent by regular post, to have been delivered 5 working days from the date of mailing. The addresses for official notice shall be as stated in A2 and A3. Notices sent electronically, by email or facsimile for example, are not considered to be reliable for the purpose of official notice.

Other Terms of Contract:

A18 The client and the *architect* agree as set forth in the following other terms:

This contract is entered into as of the day and year first written above.

Client

(Name of client)

(Signature)

(Name and title of person signing)

(Signature)

(Name and title of person signing)

Witness (es)

(Signature)

(Name and title of person signing)

Architect

(Name of *architect*)

(Signature)

(Name and title of person signing)

(Signature)

(Name and title of person signing)

Witness (es)

(Signature)

(Name and title of person signing)