**Invoicing**

Please be advised that apart from AVBC (which are paid direct at 100%) all other works carried out in other Districts incur a 2.5% retention. Following a Handover Inspection by our CoW and confirmation that all Defects /Snags have been completed the CoW will inform you to submit your invoice and all relevant documentation (A Part P Compliance Cert is reqd. on ALL FUTURES properties AVBC) Failure to comply could result in non-payment. A further Inspection will be carried out by our CoW out after the 6 months defect liability period, once he has confirmed that there are no Defects /Snags he will notify you to submit your 2.5% invoice. All AGREED extras (Unforeseen works) are to be invoiced separately at 100%. Please ensure you contact the CoW to verify any UNFORESEEN works and ensure quotes are submitted to the CM a.s.a.p. Do not carry out any extra works unless authorised by a DCC Officer, any variations to the specification are to be authorised by a DCC officer.

**Health & Safety**

All jobs being tendered will have a Pre- Construction Information Pack and if necessary an Asbestos Survey in the tender documentation, please be advised that ALL works will require a Site Specific Construction Phase Health & Safety File to be available on site. When the Contract Manager (CM) contacts you to request Start On Site / Completion dates you will also be asked if you have been issued with a PCIP /Asbestos Survey, the Tender Drawing Numbers, if necessary the CM will re-issue any missing documents.

**Contact Details**

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| --- | --- |
| **Business Services** |  |
| Val Tunnicliffe  *Business Services Officer* | 36255 |
| Adam Wragg  *Business Services Officer* | 36353 |
| Samantha Doxey  *Business Services Assistant* | 36284 |
| Liam Minkley  *Business Services Assistant* | 36212 |
| Alice Davison  *Business Services Assistant Apprentice* | 36220 |
| Richard Whittington  *Contracts Manager* | 36238 |

Please contact any of the above if any details are needed on the client e.g. contact details.