## Master Contract Index

**ESTIMATE SECTION A**

**1) Tender Enquiry Documents / Employer’s Requirements.**

**2) Supplier’s Quotation and Secondary Sub-Contractor’s**

**Tenders (A-Z) (N.B. Sec Sub-Contractor’s Tenders be copied**

**To Section C11).**

**3) Agile Building Services Limited Tender/Estimate/Schedule of Rates and Post Tender Clarification/Bid Specifications and Tender offer.**

**CONTRACT SECTION B**

**4) Correspondence/Meeting Minutes/Transmittal Sheets (A-Z).**

**5) Programmes & Progress Reports.**

**6) Health and Safety Documentation ( RAMs and Risk Assessments etc ).**

**7) R.F.I. – Technical Queries**

**8) Construction Issue Drawings (ditto).**

**9) Technical Specifications and Contractor Proposals**.

**FINANCIAL SECTION C**

**10) Contract Documentation & order Documents (including**

**Application dates.**

**11) Sub-Contractor Management Files ( Purchase orders, applications, Invoices etc ).**

**12) Agile Building Services Limited Interim Payment Applications / Financial forecasts and Costs for Contract Sheets.**

**13) Variation Account (including Client Instructions and/or**

**Agile Building Services Limited Confirmed Instructions and Variation Particulars).**

**14) Suppliers Management Files ( Purchase orders, Invoices etc )**

**15) Financial Appraisal/Draft Final Account.**