

FRAMEWORK FOR FINAL ACCOUNT
RECOMMENDATION REPORT

PK
F.A.
(C)3

Ref: HK-

Date:

Client

Attn: Mr. XXXXXX

Dear Sirs,

PROJECT NAME

MAIN CONTRACT

FINAL ACCOUNT RECOMMENDATION REPORT

INTRODUCTION

(Give an account of the negotiation process that we have gone through, set out meetings dates, discussions covered, persons involved, pointing out that agreement still not reached on the final account, and purpose of this report, and listing of the appendices)

CONTRACT POSITION

(State when was the last date for the contractor to make submissions, when we notified the contractor of such date and all submission made have been reviewed and considered by us).

FINAL ACCOUNT STATUS

(In board terms, our recommended Final Contract Sum, the agreed amounts, amounts still in dispute, main contract and individual NSC set out separately, summarizing the major reasons of dispute, giving disputed amounts categorized for the major reasons highlighted)

FINANCIAL POSITION

(Compare DLS final account with the last financial statement/budget, same for contractor's claimed final account, payment released, outstanding balance, final retention in hand, highlighting any LAD or other contra-charge to be deducted, same for each NSC with dispute)

Ref: HK-

CONTRACTOR'S ATTITUDE

(Judging from the series of negotiation conducted, try to form an **opinion on the contractor's attitude towards the disputed areas**, are they at the rock bottom? Are they prepared for further negotiation? How much they are looking for?)

COMMENTS AND RECOMMENDATION

(Give overall comments on the dispute situation, how is the contractor's case (detail comment on each disputed items to be covered in Appendix), action that can be taken by the client, suggest client to involve in **direct negotiation** (as a commercial approach) or go straight to the **unilateral issue of the final account**, agree with the Project Director on the approach to be recommended)

Yours faithfully,

For and on behalf of
DAVIS LANGDON & SEAH HONG KONG LIMITED

APPENDICES

- A - THE RECOMMENDED FINAL ACCOUNT BY DLS
- B - LIST OF DISPUTED ITEMS
- C - DETAILS OF DISPUTED ITEMS
- D - CONTRACTORS' ENDORSEMENT, LETTERS, MINUTES ETC. ON AGREED ITEMS