Indicative outline programme of works
(subject to size and complexity of project)

Site Address: **Job Number:**

Optimum Time Scale	Mutually Agreed	Subject to local authority	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Initial enquiry and refinements								
Site investigation - note client's requirements								
Design extension and submit estimates								
Subsequent adjustments								
Client decides to proceed								
Take instructions								
Detailed site survey, working drawings and engineering								
Submit applications to local authority								
Comply with statutory requirements								
Receive necessary approvals								
Compile contractual documents (fixed price)								
Terms agreed and contracts signed								
Manufacturing and site works								
Manufacturing process in hand								
Foundations and ground works								
Structural work to existing property (if specified)								
Erection of timber frame								
Roof construction								
External wall cladding (brickwork or alternative)								
Doors and windows								
Insulation and internal works								
Utilities and services as specified								
Decorations as specified								
Clean and tidy up. Practical completion.								

Programme of stage payments	**Planning & Council fees**	**25% >**	**15% >**	**15% >**	**15% >**	**15% >**	**15%**