

Proposal Letter

When invited to submit a fee proposal for Architect's Services to a potential Client, the Architect should write a formal Proposal Letter referring to the ACA PSA22 as the Architect's standard terms of Appointment.

It is helpful in the Proposal Letter to ask the Client to agree a preliminary brief, identify a budget for the project, think through payment stages and in the Proposal Letter confirm a realistic preliminary programme for the Services, stating also that the scope, budget and programme may be fluid until the design is fixed.

The proposal letter should identify the Normal Services to be provided and any Other Services. (Refer Clause 1.02.)

The Proposal Letter comprises the 'Offer'.

ACA PSA22 Particulars of Agreement

The Architect must complete all details in the Particulars of Agreement page. By doing so, the Agreement becomes specific to the Parties, the Site and the Project description.

ACA PSA22 Modifiable Clauses

All Sections in the Agreement are standard and fixed and should not be altered without due consideration for the reason that this would deviate from a 'standard' form. The digitally modifiable elements are in Section 3, Normal Services. The Client and Architect should agree the full scope of services at the outset and strike out those services not required. Any Other Services described in Section 4, where agreed, are scheduled in the Letter of Appointment.

See step-by-step instructions overleaf.

Letter of Appointment

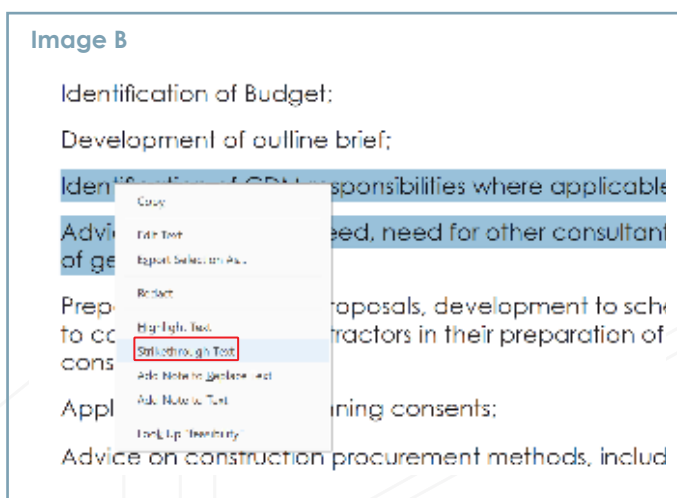
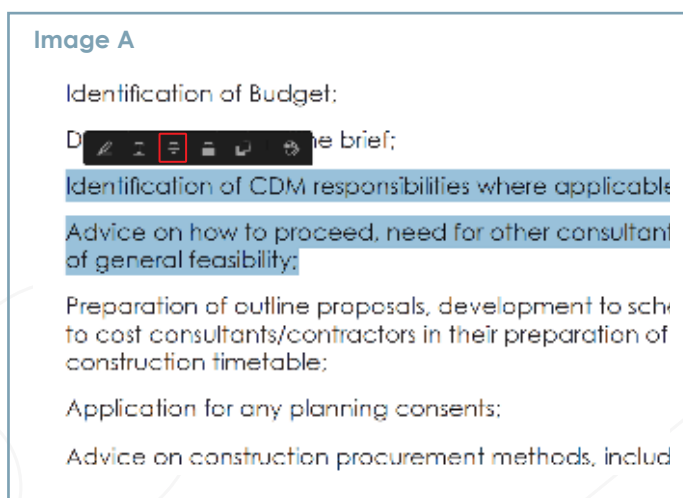
Once the Proposal letter is agreed with the Client, the Architect prepares the Letter of Appointment on the Architect's standard letterhead (as Clause 1.03) and the Appendix ensuring that all items 1-8 are completed correctly as agreed with the Client. The Client and Architect may revise the Services at a later date if necessary, (subject to Clause 1.04).

Step-by-step instructions:

- > Download PDF.
- > Open the pdf in Acrobat Reader. *(Please download the free Acrobat Reader [here](#))*
- > Input the necessary information in the boxes on the Particulars page.

Modifiable Clauses: Section 3 - Strikethrough as required.

Select the text and it will either pop up with text format options (see image A) or you can right click and select strikethrough (see Image B).



Ensure any additional services are set out in the Letter of Appointment

Sign, date and save!