Note to Employers

Background	A Public Works Contract consists of a number of interrelated documents. Some of these are *entirely* standard; some are *largely* standard, with details added that are specific to the particular project; and some are *unique* to the project.

What files are available?	Depending on the standard form of contract you are using, you will need to download the relevant file from the Department's website, as follows:

Standard form of contract	Filename
Public Works Contract for **Building Works** Designed by the **Employer**	Building Works-Employer Designed.doc
Public Works Contract for **Building Works** Designed by the **Contractor**	Building Works-Contractor Designed.doc
Public Works Contract for **Civil Engineering Works** Designed by the **Employer**	Civil Engineering Works-Employer Designed.doc
Public Works Contract for **Civil Engineering Works** Designed by the **Contractor**	Civil Engineering Works-Contractor Designed.doc
Public Works Contract for **Minor Building or Civil Engineering Works** Designed by the **Employer**	Minor Works.doc

Using the files	You can use these files to prepare the core Contract documents.
	The files are presented as protected Microsoft Word forms – this enables you to complete the Agreement, the appendices to price variation Clause PV2 (if relevant) and the Schedule with the specific details of your project, but you are prevented from changing the standard text in them.
	When you have completed the document with the details of your project, you can print it out, bind it, and have it executed by the parties involved.

Note to Employers, Continued

How to fill in the forms

Use Microsoft Word to open the document you want to use.

Use the scroll bar to move through the document on the screen.

When you click on any part of the document, the cursor is automatically positioned at the next point at which editing is permitted.

You can move between editable fields by pressing the TAB key.

Editable fields are of two kinds:

■ **Text fields**, into which you may insert the appropriate text or number. If the field has a default value, this is shown, but it may be altered to suit the particular circumstances of the project;

■ **Drop-down fields**, in which you must choose from a range of alternatives. Again, a default value may be shown.
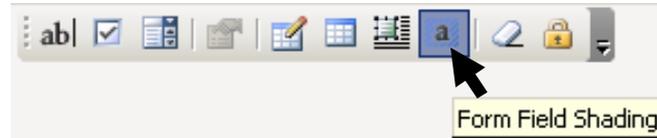
Note that you cannot change the formatting of a form field.

Form Field Shading

Use Form Field Shading to make the editable fields more visible on screen. To turn on Form Field Shading:

1. Choose **View | Toolbars | Forms** to display the Forms toolbar.
2. Click the. **Form Field Shading** button.

With Form Field Shading turned on, all the editable fields are displayed in grey. This is for display purposes only – the shading does not appear when the document is printed out.

Saving and printing your documents

When you have edited a document, you should save it to a suitable location on your hard disk or server.

Print out the document in the normal way.

Note that some parts of the document (such as signature blocks) must be completed manually.