Architect's Monthly Report

**Include your details in the highlighted sections of the template**

* Replace the [yellow text] with your relevant details
* Remove the yellow [highlight] and square brackets **[ ]** from the text
* You may use the template text on your formal letterhead or stationery
* When you are finished editing, delete this Text Box.

Dated: [***Insert***]

Architect: [***Insert the legal name and ACN of the Architect***]

**IN FAVOUR OF:** [***insert name of Principal and ACN / ABN***] of [**insert address**] (**Principal**)

This report (**Report**) is given by the Consultant in respect of [***Insert project name / description***] (**Project**).

Expressions in this Report have the same meaning as under the architect agreement for the Project entered into between the Architect and the Principal dated [***insert***] (**Architect Agreement**)

The Architect confirms in its professional opinion as a design consultant, based on the visual inspections of the Works periodically undertaken by it and information available to the Architect in relation to the Project, that:

**Progress of the Works**

|  |
| --- |
| [***Insert Architect's comments in relation to any current or potential delays including references to notices of potential delays and extensions of times received from the Contractor***] |

 **Principal requested changes to Brief**

The Principal has requested the following changes to the Brief following the previous monthly report:

|  |
| --- |
| [I***nsert details***] |

 **Amended or updated documents**

The Architect has issued the following amended or updated documents following the previous report:

|  |
| --- |
| [I***nsert details including drawings numbers and revisions***] |

 **Variations to Works Contract**

The variations set out in the variation register attached to this Report have been submitted by the Contractor in relation to the Works Contract. The variation register sets out the status of the variations as assessed by the Architect (where relevant).

**Outstanding documents, information and approvals**

The Architect notes that the following documents, information and approvals are required in relation to the Works:

|  |
| --- |
| [***Insert details including any items arising action or unresolved items from meetings***] |

 **Additional comments in relation to the Project**

|  |
| --- |
| [***Insert details of any additional issues, risks or comments that the Architect considers should be notified to the Principal in relation to the Project***] |

|  |  |
| --- | --- |
| Print name: |  |
| Signature: |  |
| Dated: |  |

**Annexure – Variation Register (current as at the date of this Report)**

[***Insert***]