



Contract Administration.

The Good, the Bad and
the Ugly

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**Master
Builders
Association**
New South Wales

10 **Golden** Rules



01 **Don't** under-price or under-deliver



02 **Comply** with timeframes



03 **Don't** take shortcuts on quality



04 **Know** the building contract



05 **Be on top** of your paperwork

06 Keep proper site records



07 Make sure that you are paid on time



08 Don't make claims early



09 Don't spread yourself too thin



10 Upskill and administer contracts **properly**

