



Construction Claims and Responses: Effective Writing and Presentation

By Andy Hewitt

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A practical, step-by-step guide for contracts managers, commercial managers, project managers, quantity surveyors, engineers and architects on the preparation of and responses to construction claims. Everyone involved in the preparation or review of construction claims should have this book to hand. The book examines the different types of claim common to construction contracts and presents a step-by-step guide to demonstrate the process of building up the submission of a claim and covers:

- Various types of claim.
- How the claim may be split into sections dealing with the details of the contract, the cause, the effect, entitlement and quantum.
- What this section is attempting to demonstrate or achieve and why.
- What should be included within the section and why.
- Worked examples of typical claims and responses with sample wording.

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Editorial Review

From the Back Cover

'The author has had a great deal of hands-on experience at the coalface of preparing and responding to claims and this oozes from the pages....essential reading for anyone who is preparing a claim for the first time. For those of us with experience aplenty, the book provides an excellent aide-memoire and will ensure that nothing is missed....I like the book and have no hesitation in recommending it to students, beginners, those involved on a day-to-day basis with time and cost on projects, as well as the seasoned claims consultants.'

Roger Knowles

The book examines the different types of claim common to construction contracts and presents a step-by-step guide to demonstrate the process of building up the submission of a claim.

It includes guidelines on setting out the claim, section by section, to ensure that the essentials of a successful claim are included. Worked examples of claims for variations, extensions of time and additional payment are given together with sample wording showing precisely how the claim may be presented in a manner which will lead the reviewer to a logical conclusion - or at least contain a persuasive argument to support the claimant's case.

The vast majority of claims are managed without the need to resort to case law or legal matters. *Construction Claims & Responses: effective writing & presentation* therefore discusses what the claim is trying to achieve and how to do this logically and persuasively. This is a practical, hands-on guide for the construction industry professional which explains how to approach the preparation of the claim document, what topics to cover, how to present the essential elements and how to compile the submission document into a user-friendly and comprehensive document.

For construction project personnel worldwide who need to review such submissions - from all sides, contractors, subcontractors, consultants and client – the author advises how to prepare responses which set out the respondent's counter arguments, points of view and determinations.

For this Second Edition, the guidance has been updated and the text improved, incorporating feedback from readers, including a new chapter on contract administration for claims. Also new is additional material covering explanations, summaries and conclusions in narrative writing. The additional material is included as a result of feedback received from the successful course run by the author via his Claims Class distance learning course.

About the Author

Andy Hewitt has over 40 years' experience in the construction industry - UK, Africa and the Middle East, holding senior commercial and project management positions with contractors, subcontractors and consultants. His experience in a variety of roles and on many prestigious international projects has given him the ability to see things from both the client and contractor's points of view. This has led him to specialise in claims and dispute management on behalf of both claimants and respondents.

Users Review

From reader reviews:

Ismael Roop:

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