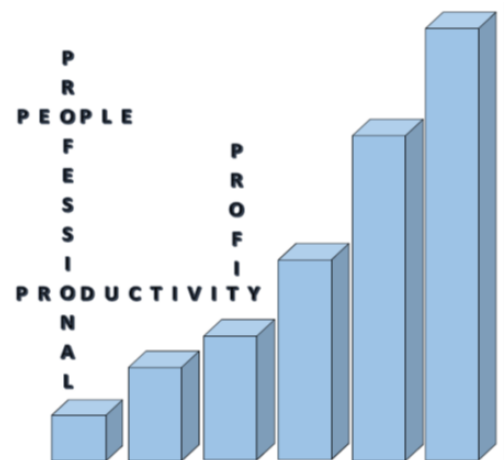


# Commercial Management & Contract Administration Services

## Typical Services include

- Full life cycle Contract Administration services.
- Full life cycle Contract Advisory Services (service offering identified in a separate service flyer).
- Commercial Management (including reporting and other commercial controls).
- Contractual Claims Management.
- Contract Close Out and Final Accounting support.



**The Contracts Group** offers a full range of Commercial Management and Contract Administration Services to help our Clients administer Projects correctly, to ensure that commercial reporting and controls are in place in order for risks to be identified and mitigated as soon as they arise.

The importance of robust, effective and efficient **Contract Administration** cannot be overstated. The inability to administer the contract correctly is often cited as the main cause of construction disputes.

To assist our Clients to manage day-to-day contract administration and help to avoid unnecessary disputes **The Contracts Group** can provide a full contract lifecycle service on either a remote or site/project office basis for:

- setting-up of management systems;
- administration of all contractual correspondence, notifications and certificates;
- administration of change and variation management;
- administration of payment procedures from contract award through to contract close out and final account settlement.

**The Contracts Group** is experienced with Hong Kong Government Standard Forms, NEC, FIDIC and other bespoke

forms of contract in Hong Kong and internationally and can provide experienced full/part-time Contract Administrators to administer the contracts during the project.



**The Contracts Group** is also able to provide further **commercial support** services and assistance to our Clients on an as required basis, to assist with the management and control of cost of their project.

Typical Services include:

- Experienced Commercial Managers to review, advise, set-up, control and manage cost control and implement reporting mechanisms catering to the specific requirements of the project;
- Planning and programming assistance;
- Ad hoc reporting and the preparation of commercial reports and analysis for anticipated cost to completion, cash flow forecasts and cost vs income/value;

- Review, management and control of project contingencies and provisional sums;
- Claims management / dispute avoidance;
- Contract close-out and Final Account support.

Should you have any interest in these or our related services, please do not hesitate to contact us on +852 2529 1696, email us at [info@contractsgroupltd.com](mailto:info@contractsgroupltd.com).

We will be happy to discuss any requirements you may have and provide a proposal without obligation.

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**The Contracts Group** are a Hong Kong based firm of consultants providing expert witness, QS, claims, construction management, commercial & contractual, planning, programming, risk management and project control services, locally and worldwide to the building, civil engineering, building services, and process engineering industries. The directors and staff have a wealth of experience in Hong Kong and the Asia region.

Should you require information on any of our other services, please visit our website at [www.contractsgroupltd.com](http://www.contractsgroupltd.com) or contact us at the above contact details.



**THE CONTRACTS GROUP LTD.**

Commercial, Contractual & Management Consultants  
to the Construction Industry



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