

Signed by / on behalf of the first named party by its representative who personally accepts liability for the proper authorisation to enter into this agreement and by the second party personally / as a partner in [name of partnership]

For, and on behalf of []

print name

For, and on behalf of []

print name

Schedule 1: Details of contracts

Date:

Contract:

Reference:

Client name:

Client address:

Description of work:

Schedule 2: The disclosures

Letter to customers / clients

[on your letterhead]

Good afternoon [name],

Re: Assignment of contract between Smith and Brown

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..... [.....]
..... [.....,,
.....] [.....].

..... [.....]

[.....
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..... [.....]

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Yours sincerely,

[name and signature]

.....
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..... ,

..... .

[name and signature]

.....

Dated: [date]

