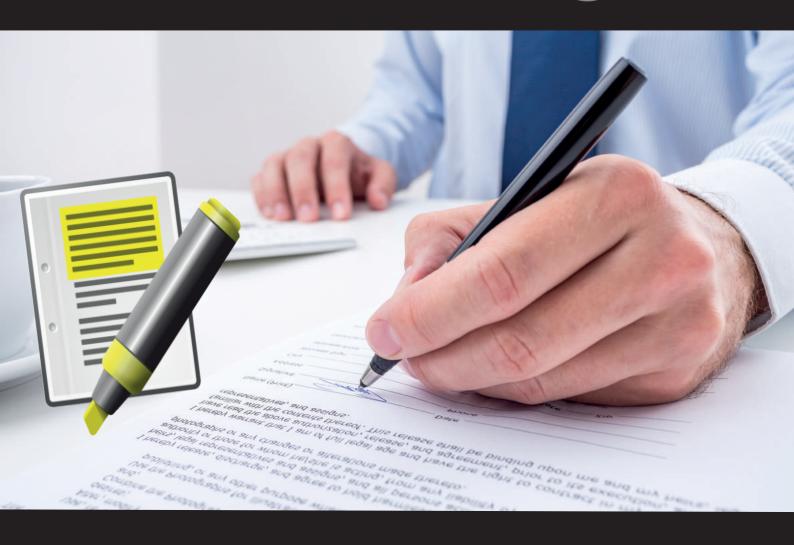
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CONTRACTORS MANUAL 2021

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AIA 201 DOCUMENTS — GENARAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

- Article 1.1.1 The Contract Documents: A Modification is (1)(2)(3)(4)
- Article 1.1.2 The Contract: The Contract Documents Shall not be construed to create a (1)-(4)
- Article 1.5.1 The Architect and the Architect's consultant shall be deemed the authors and owners of their respective instruments.
- Article 2.1.2 The Owner shall furnish to the Contractor, within fifteen days after receipt of a
- Article 2.3.1 Owner shall secure and pay for necessary approvals, easements, assessments
- Article 3.74 Concealed or Unknown Conditions: 14 Days after first observance of the conditions
- Article 3.8 Allowances: 3.8.1 The Contractor shall include in the Contract Sum all Allowances
- Article 4.2.9 Architect will conduct inspections to determine the date or dates of substantial completion and the date of final completion.
- Article 7.3 Construction Change Directives Article 7.3.3 Change Directives Provide: (1-4)

AIA 401 DOCUMENTS - AGREEMENT BETWEEN CONTRACTOR AD SUBCONTRACTOR

• Article 4.4 Safety Precautions and Procedures: The Contractor Shall notify the Contractor within 3 days.

AIA 701 DOCUMENTS - INSTRUCTIONS TO BIDDERS

- Article 3.2.3 Modifications and interpretations of the bidding documents shall be made by Addendum
- Article 6.2 Owner's Financial Capability: Consideration may request in writing, fourteen days prior
- Article 7.2.1 Time of Delivery and Form of Bonds: require bonds to the Owner not later than three days

BGA-BUILDER'S GUIDER TO ACCOUNTING

- Page 17 Balance Sheet is one of the three main financial statements. It's a listing of A,L&NW
- Page 46 An aging list indicates what percentage of total receivables (excluding retainage) is
- Page 59 it may help to offer incentive discounts, such as "2% 10 days, net 30"
- Page 65 Bad Debt Ratio Calculation
- Page 108 The most efficient way to keep track of accounts payable on a monthly basis is to
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- Page 169 Lease or Buy? An immediate tax deduction is available for the cost of monthly leases.
- Page 170 Sales and Trades-Ins: Sold equipment Clear gross value & accumulated depreciation
- Page 173 Cash Budgeting: Here's a list of what a good cash budget can accomplish.
- Page 178 Figuring a Break-Even Point definition
- Page 179 Compute your break-even point one of two ways. (1 & 2)
- Page 180 Cash Control: good day-today Systems for recording cash
- Page 181 Problem & Solution: Lapping
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- Page 318 Small Business Administration: On top of page 319 SBA doesn't make the loans itself.