Australian Standard® Contracts

Catalogue

Your free guide to Contract Standards and their context
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Introduction

Using an Australian Standard® Contract provides a number of advantages, as they:

- are based on expert information.
- are an efficient and effective way of drafting contracts.
- can be used across varying industries and company sizes.
- improve the integrity of your contracts.
- reduce risks of not considering common specifics of a contract.
- can save you money on legal costs.

By utilising Australian Standard® Contracts you can create professional-looking documents that at the same time protect your intellectual property and legal interests.

This catalogue is a guide to assist you to understand the contracts available and provides some information into their context.

Australian Standards are developed by Standards Australia. Australian Standard® is the registered trademark of Standards Australia Limited. Australian Standard® branded Standards and other publications are distributed by SAI Global Limited under licence. For more information about the work of Standards Australia, visit www.standards.org.au.

Disclaimer: The information contained in these pages is provided by way of indicative guidance only and SAI Global Limited does not represent that it is accurate or complete or suitable for any particular specific purposes. The onus remains with users to satisfy themselves of their requirements and needs for their own particular circumstances. Last updated: July 2014.

The Similarities and Differences between AS 4000 and AS 2124

AS 4000-1997, General conditions of contract and AS 2124-1992, General conditions of contract are the foundation contracts for Australian Standard® Contracts (i.e. they are Head Contract Standards and other subsequent Contract Standards elaborate further on these for specific purposes).

Therefore AS 4000-1997 and AS 2124-1992 carry with them different suites of Contract Standards relevant to each as a foundation Head Contract.

However, the AS 4000 Suite has been updated since the release of the AS 2124 Suite to:

- reflect current industry practices.
- include current rulings in the law.
- make the contract easier to use and understand (in plain English); and
- reflect more recent trends in the industry (such as programming and ecommerce).

Whilst these Contract Standards are not referenced in Australian legislation, they can be referenced in Ministerial by State Procurement Committees and as such act as guides/procedures to doing business with government departments. This is why the various editions of AS 2124 continue to be kept available due to its wide-use within some industries and government departments.

AS 2124-1992 is only available within the AS 2124, 2125, 2127-1992 Set.
<table>
<thead>
<tr>
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<td><strong>AS 4121-1994, Code of ethics and procedures for the selection of consultants</strong></td>
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<td><strong>AS 4122-2010, General conditions of contract for consultants</strong></td>
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<td><strong>AS 4901-1998, Subcontract conditions</strong></td>
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<td><strong>AS 4902-2000, General conditions of contract for design and construct</strong></td>
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<td><strong>AS 4903-2000, General conditions of subcontract for design and construct</strong></td>
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<td><strong>AS 4904-2000, Consultants agreement - Design and construct</strong></td>
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<td><strong>AS 4905-2000, Minor works contract conditions</strong></td>
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<td><strong>AS 4906-2000, Minor works contract conditions</strong></td>
<td><strong>AS 2987-1987, General conditions of contract for the supply of equipment with or without installation</strong></td>
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<td>(Principal administered)</td>
<td><strong>AS 3556-1998, General conditions of contract for the supply of equipment</strong></td>
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<td><strong>AS/NZS 4911:1998, General conditions of contract for the supply of equipment without installation</strong></td>
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<td><strong>AS/NZS 4911:2003, General conditions of contract for the supply of equipment without installation</strong></td>
<td>No equivalent</td>
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<tr>
<td><strong>AS 4912-2002, General conditions of contract for the periodic supply of goods</strong></td>
<td>No equivalent</td>
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<tr>
<td><strong>AS 4915-2002, Project management - General conditions</strong></td>
<td>No equivalent</td>
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<tr>
<td><strong>AS 4916-2002, Construction management - General conditions</strong></td>
<td>No equivalent</td>
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<tr>
<td><strong>AS 4917-2003, Construction management trade contract - General conditions</strong></td>
<td>No equivalent</td>
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<tr>
<td><strong>AS 4919-2003, General conditions of contract for the provision of asset maintenance and services (Superintendents version)</strong></td>
<td>No equivalent</td>
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<tr>
<td><strong>AS 4920-2003, General conditions of contract for the provision of asset maintenance and services (Principal version)</strong></td>
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</tr>
<tr>
<td><strong>AS 4921-2003, General conditions of contract for the provision of asset maintenance and services (Short version)</strong></td>
<td>No equivalent</td>
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<tr>
<td><strong>AS 4949-2001, Work order</strong></td>
<td>No equivalent</td>
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<tr>
<td><strong>AS 4950-2006, Form of formal instrument of agreement</strong></td>
<td><strong>AS 2127-1992, Form of formal instrument of agreement</strong></td>
</tr>
</tbody>
</table>
Major and Minor Projects

General Conditions (AS 2124, AS 2125 and AS 2127)

The following Contract Standards are only available within the AS 2124, 2125, 2127-1992 Set:

- **AS 2124-1992, General conditions of contract** comprises a single set of general conditions suitable for a wide variety of projects such as building and construction, and civil, electrical and mechanical engineering.

- **AS 2125-1992, General conditions of tendering and form of tender for lump sum contracts** is a covering document to be prepared by the principal and signed by the tenderer to indicate understanding of the tender and to accept the various terms and conditions and other requirements.

- **AS 2127-1992, Form of formal instrument of agreement** comprises a formal instrument of agreement form to be completed for use with general conditions of contract.

Whilst AS 2124-1992 is the current edition, AS 2124-1986 is still available due to its use in some government departments.

For more information about AS 2124-1992, see the Introduction section of this document.

Subcontract Conditions (AS 2545)

AS 2545-1993, Subcontract conditions provides a set of compatible subcontract conditions for subcontracts involving site work on projects where AS 2124-1992 is used as the Head Contract between the main contractor and the principal.

Two editions of AS 2545 are available to concurrently meet the editions of AS 2124:


The difference between AS 2545-1993 and the AS 2545-1987 is (with a number of exceptions) the same as the difference between AS 2124-1992 and AS 2124-1986.

A form of formal instrument of agreement, and general conditions of tendering and form of tender are also included as an Annexure at the end of AS 2545-1993. As a companion Contract Standard, AS 2545-1993 mirrors AS 2124-1992 on a clause-by-clause basis unless the subject matter makes it inappropriate to do so.

Minor Works Contract Conditions (AS 4305)

AS 4305-1996, Minor works contract conditions applies to projects only of a simple nature (e.g. school canteen, swimming pools, etc). It is not suitable for complex or long-term projects where a bill of quantities is prepared.

AS 4305-1996 is not meant to act as a replacement short form of AS 2124-1992 as certain risks and obligations are dealt with differently due to the simple nature of the projects for which these general conditions are intended.

Helpful Guides to AS 2124

Changes between Editions (AS Doc 2124N)

AS Doc 2124N-1992, Notes on the changes in the general conditions of contract 4th edition (AS 2124-1992) as compared with the 3rd edition (AS 2124-1986) indicates the important changes and the purpose
of each change between AS 2124-1992 and AS 2124-1986. This document is not intended to take the place of a complete review, rather provide guidance/indication of major changes.

Administration Guide (HB 42)
The purpose of HB 42-1992, General conditions of contract (AS 2124-1992) - User guide is to assist the users in the administration of AS 2124-1992, by providing an explanation of the Clauses. The explanations are on the page facing the text of AS 2124-1992 and the page number for the explanations is marked with the letter A.

The Annex to HB 42-1992 provides over 80 of the most usual or recurring notices required in the administration of this contract. There are also a number of Supplements related to HB 42-1992.

Manual for Lump Sum Contracts (HB 57)

HB 57-1994 includes the following sections:

- an introduction to contract law and contract administration principles applicable to all parties involved in the contracting process.

Design and Construction
General Conditions for Design and Construction (AS 4300)
AS 4300-1995, General conditions of contract for design and construct specifies general conditions of contract suitable for the design and construction project procurement method. This Contract Standard covers design and construction, design development and construction, and design novate and construction project procurement methods.

When using AS 4300-1995, if the project procurement method chosen by the principal is:

- **Design and construction**
  The principal would provide the ‘Principal’s Project Requirements’, would not normally provide a detailed ‘Preliminary Design’ and would not require ‘Novation of any Subcontractors’ (including consultants).

- **Design development and construction**
  The principal would provide the ‘Principal’s Project Requirements’, would always provide a ‘Preliminary Design’ and accordingly would complete Annexure Part A Items 10 and 11.

- **Design, novate and construction**
  The principal would provide the ‘Principal’s Project Requirements’, would always provide a ‘Preliminary Design’, would complete Annexure Part A Items 10 and 11 and would complete Annexure Part A Item 24 stating which subcontractors (including consultants) or selected subcontractors are to be novated to the contractor.

AS 4300-1995 should be used in conjunction with both AS 4301-1995, General conditions of tendering and tender form for design and construct and AS 4302-1995, Form of formal instrument of agreement for design and construct. Please see the section Tendering and Formal Instrument of Agreement (AS 4301 and AS 4302) of this document for more information about these Contract Standards.
General Conditions of Subcontract for Design and Construction (AS 4303)

AS 4303-1995, General conditions of subcontract for design and construct should be used for the following methods:

- design and construction;
- design development and construction; and
- design, novate and construction project procurement methods.

When using AS 4303-1995, if the project procurement method chosen for the AS 2124-1992 Head Contract results in the subcontract incorporating design functions, then if the project procurement method is:

- **Design and Construction**
  The main contractor would provide the ‘Main Contractor’s Project Requirements’, would not normally provide a detailed ‘Preliminary Design’ and would not require ‘Novation of any Subcontractors’ (including consultants).

- **Design Development and Construction**
  The main contractor would provide the ‘Main Contractor’s Project Requirements’, would always provide a ‘Preliminary Design’ and accordingly would complete Annexure Part A Items 14 and 15.

- **Design, Novate and Construction**
  The main contractor would provide the ‘Main Contractor’s Project Requirements’, would always provide a ‘Preliminary Design’, would complete Annexure Part A Items 14 and 15 and would complete Annexure Part A Item 30 stating which secondary subcontractors (including consultants) or selected secondary subcontractors are to be novated to the subcontractor.

AS 4303-1995 can be used in conjunction with AS 4300-1995, General conditions of contract for design and construct, but is based on AS 2124-1992.

There are two subcontract general conditions Contract Standards available to companion the two contract general conditions Contract Standards (which have been redesignated between the AS 4000 suite and AS 2124 suite editions):

<table>
<thead>
<tr>
<th>AS 4000 Suite</th>
<th>AS 2124 Suite</th>
</tr>
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<tbody>
<tr>
<td>AS 4902-2000, General conditions of contract for design and construct</td>
<td>AS 4300-1995, General conditions of contract for design and construct</td>
</tr>
<tr>
<td>AS 4903-2000, General conditions of subcontract for design and construct</td>
<td>AS 4303-1995, General conditions of subcontract for design and construct</td>
</tr>
</tbody>
</table>

Please refer to the section Contract Standard Equivalencies between Revised Editions of this document for more information on equivalencies between Contract Standards.

Tendering and Formal Instrument of Agreement (AS 4301 and AS 4302)

AS 4301-1995, General conditions of tendering and tender form for design and construct is a covering document to be prepared by the principal and signed by the tenderer to indicate understanding of the tender and to accept the various terms and conditions and other requirements.

AS 4302-1995, Form of formal instrument of agreement for design and construct comprises a formal instrument of agreement form to be completed for use with general conditions of contract for design and construction.

Supply of Equipment
Supply and Installation of Equipment and Formal Instrument of Agreement (AS 2987 and 2988)
The following Contract Standards are only available within the AS 2987 to 2988-1987 Set:

- **AS 2987-1987**, General conditions of contract for the supply of equipment with or without installation is intended to be used for equipment such as power station plants and similar heavy manufacturing and processing equipment, especially where the operation entails:
  - a significant period of time between placing of order.
  - delivery of various components.
  - assembly testing and commissioning.

- **AS 2988-1987**, Form of formal instrument of agreement comprises a formal instrument of agreement form to be completed for use with general conditions of contract.

Supply of Major Equipment and Formal Instrument of Agreement (AS 3556 and 3557)
AS 3556 to 3557-1988, General conditions for the supply of equipment are intended to apply to transactions encompassing the supply only of major items or equipment. Certain terms applicable to larger projects (such as site, engineer’s representative, etc), have no practical meaning in this type of transaction, and accordingly do not appear in these Contract Standards as they do in **AS 2987-1987**.

Contracts Suite AS 4000

Major and Minor Projects
General Conditions (AS 4000)
**AS 4000-1997**, General Conditions of contract comprises general conditions of contract suitable for a wide variety of projects such as building and construction, and civil, electrical and mechanical engineering.

**AS 4000-1997** is based on **AS 2124-1992**, however **AS 4000-1997** has been revised to include more recent information within the industry. For more information on these Contract Standards, refer to the Introduction section of this document.

Minor Works Conditions - Superintendent and Principal Administered (AS 4905 and 4906)
**AS 4905-2002**, Minor works contract conditions (Superintendent administered) and **AS 4906-2002**, Minor works contract conditions (Principal administered) are only intended to be used for construction projects of a simple nature and of limited monetary value (advisably under $250,000).

**AS 4905-2002** covers contract conditions for the superintendent (the contract administrator, to manage the interaction between the contractor and the principal) and **AS 4906-2002** covers contract conditions for the principal (the party responsible to procure the works and is generally the person representing the project). Neither can be used in replacement of the other.

**AS 4905-2002** and **AS 4906-2002** are not suitable for complex or long-term projects or where a bill of quantities has been prepared. There is also no provision for separable portions or selected subcontracts. Both these Contract Standards are not meant to act as a replacement short form of **AS 4000-1997** as certain risks and obligations are dealt with differently due to the simple nature of the projects for which these general conditions are intended.
Work Order (AS 4949)
AS 4949-2001, Work order can be used for small-scale construction works and comprises a single page of contract conditions as well as a schedule for the parties to specify particular project requirements.

Form of formal Instrument of Agreement (AS 4950)
AS 4950-2006, Form of formal instrument of agreement provides a model for a formal instrument of agreement to be used in conjunction with the AS 4000 Suite.

Helpful Guides to AS 4000
Administrative Manual (HB 140)
HB 140-2000, Administrative manual for AS 4000-1997 General conditions of contract provides comprehensive advice on the provisions of AS 4000-1997 regarding its interpretation and administration. This Handbook acts as a supplementary tool and can be fundamental to the use of the AS 4000 Suite.

Subcontract Conditions (AS 4901)
AS 4901-1998, Subcontract conditions provides a set of compatible subcontract conditions involving site work on projects where AS 4000-1997 is in use as the Head Contract between the main contractor and the principal.

Engagement of Consultants
General Conditions for Engagement of Consultants (AS 4122)
AS 4122-2010, General conditions of contract for consultants provides greater access to a standard form of contract to purchasers and providers of services (particularly in the building and construction industry) by:

- providing fair, reasonable, commercial terms to facilitate widespread utilisation by all stakeholders.
- reducing time and resources spent negotiating contractual terms and conditions of engagement.
- streamlining the process of engagement of consultants.
- improving clarity and certainty of contractual terms and conditions between clients and consultants.
- reducing disputes between clients and consultants based on contractual terms.

Users of AS 4122-2010 are advised of the importance of completing the Annexures, as in some cases completion of the Item is necessary for the operation of the corresponding Clause.

AS 4122-2010 has not been developed specifically for use:

- in a design and construction context; and/or
- where the client intends to novate the contract with the consultant to another party.

Parties intending to use AS 4122-2010 in those circumstances should seek advice as to when an alternative such as AS 4904-2009, Consultants agreement - Design and construct may be used.

Australian legislation has come into force in some jurisdictions dealing with security of payments. Parties intending to use AS 4122-2010 should seek expert advice as to their rights and obligations under such legislation.

Code of ethics when selecting consultants (AS 4121)
AS 4121-1994, Code of ethics and procedures for the selection of consultants is based on the work of Construction Industry Development Agency (CIDA) and sets out the ethics and obligations of the principal and consultants in the selection and appointment of the procurement of professional services in the
construction industry. This is not a Contract Standard but a code of practice when tendering for the services of a consultant.

AS 4121-1994 applies equally to principals, their agents, consultants, subconsultants and suppliers and their associations and professional organisations and has been developed to be used in conjunction with AS 4122-2010.

Design and Construction

General Conditions (AS 4902)

AS 4902-2000, General conditions of contract for design and construct specifies general conditions of contract suitable for the design and construction project procurement method. This Contract Standard provides for the following methods:

- design and construction;
- design development and construction; and
- design, novate and construction project procurement methods.

AS 4902-2000 could be considered for ‘Turnkey Projects’. The aspects pertaining to the turnkey project would be considered within the section of this Contract Standard titled ‘Scope of Works - Principals Project Requirements’.

In instances where a turnkey project may be dealing with a major item of equipment which is to be supplied and installed, AS 4910-2002, General conditions of contract for the supply of equipment with installation should be used.

Subcontract Conditions (AS 4903)

AS 4903-2000, General conditions of subcontract for design and construct is the companion Contract Standard specifically prepared to be compatible with AS 4902-2000.

There are two subcontract general conditions Contract Standards available to companion the two contract general conditions Contract Standards (which have been redesignated between the AS 4000 suite and AS 2124 suite editions):

Please refer to the section Contract Standard Equivalencies between Revised Editions of this document for more information on equivalencies between Contract Standards.

Consultants Agreement Design (AS 4904)

AS 4904-2009, Consultants agreement - Design and construct is intended to be used between a:

- consultant and a principal for the development of preliminary design.
- consultant and a contractor where AS 4902-2000 are the contract conditions, in conjunction with the following project procurement methods:
  - design and construction;
• consultant and a subcontractor where AS 4903-2000 are the subcontract conditions, in conjunction with the following project procurement methods:
  - design and construction;
  - design development and construction; or
  - design, novate and construction.

Please note that AS 4904-2009 has no equivalent Australian Standard® Contract within the AS 2124 Suite.

Supply of Equipment

Supply of Equipment with Installation (AS 4910)
AS 4910-2002, General conditions of contract for the supply of equipment with installation (previously published as AS 2987-1987) sets out an agreement for the supply of equipment, including building elements which are purpose-built or manufactured and which includes installation.

AS 4910-2002 could be considered for ‘Turnkey Projects’. The aspects pertaining to the turnkey project would be considered within the section of this Contract Standard titled ‘Scope of Works - Principals Project Requirements’.

In instances where a turnkey project may be dealing with design and construction, AS 4902-2000, General conditions of contract for design and construct should be used.

Supply of Equipment without Installation (AS/NZS 4911)
AS/NZS 4911:2003, General conditions of contract for the supply of equipment without installation sets out general conditions of contract for the supply of equipment which is purpose-built or manufactured, including equipment such as building elements. Where equipment is being supplied for use at different times or stages, separable portions may be appropriate. AS 2987 to 2988-1987, General conditions of contract for the supply of equipment with or without installation (within the AS 2124 Suit of Contract Standards) may also be of interest to users of AS/NZS 4911:2003.

Whilst AS/NZS 4911:2003 is the current edition, AS/NZS 4911:1998 is still available in an Editable Word Format due to referencing in public works projects. Please see the Different Format Options section of this document for more information.

Periodic Supply of Goods (AS 4912)
AS 4912-2002, General conditions of contract for the periodic supply of goods should be used for the supply of goods of various types and quantities of goods over a specified period of time.

Management and Construction

Project Management (AS 4915)
AS 4915-2002, Project management - General conditions can be used as an agreement between a project manager and an owner, where the project manager acts as the owner’s agent and provides management services from pre-design to completion (including the engagement of a contractor to perform the work).

Construction Management (AS 4916)
AS 4916-2002, Construction management - General conditions can be used as an agreement between a construction manager and owner, where the construction manager acts as the owner’s agent. This means that the construction manager is responsible for supervision and management of the project, and the owner contracts with and pays the trade contractors directly.
Construction Trade Management (AS 4917)
AS 4917-2003, Construction management trade contract - General conditions can be used as part of a construction management delivery strategy. A construction manager would use these forms of trade contract when acting as an agent for a disclosed principal utilising AS 4916-2002.

Management of Assets - Maintenance and Services
There are three types of Australian Standard® Contracts for the management of assets which are to be used in different circumstances:

- Where the contract is administered through a superintendent:
  AS 4919-2003, General conditions of contract for the provision of asset maintenance and services (Superintendent’s version)

- Where the principal uses a principal’s representative and a superintendent is not engaged:
  AS 4920-2003, General conditions of contract for the provision of asset maintenance and services (Principal’s version)

- Where a short version of the conditions of contract is required:
  AS 4921-2003, General conditions of contract for the provision of asset maintenance and services (Short version)

The objective of these Contract Standards is to allocate the obligations and responsibilities between parties (making formal agreements), covering the provision of periodical services between principals (including government authorities and agencies) and contractors.

These Contract Standards are not suitable for:

- construction projects.
- projects of a non-service nature.
- professional consulting services.
- records or systems management.
- supply of equipment.

Miscellaneous Contract Standards

Swimming Pools (AS 2160)
AS 2160.1-1998, Contract for the supply and construction of a swimming pool or spa - Concrete swimming pool or spa sets out a contract for the supply and installation of a concrete swimming pool or spa.

This Contract Standard is intended for use in relation to swimming pools or spas constructed or installed wholly or partially in the ground as a permanent concrete structure. Guidance notes for users are also included in AS 2160.1-1998.

Household Removals and Storage (AS 2559)
AS 2559.1-1988, Contract for household removals and storage - Contractor offers to arrange insurance provides a contract for removal and, where appropriate, storage of household furniture, for use where the contractor offers to arrange insurance.
AS 2559.2-1988, Contract for household removals and storage - Contractor offers to self-insure provides a contract for removal and, where appropriate, storage of household furniture, for use where the contractor offers to self-insure.

Notes for guidance on insurance are also included in both these Contract Standards.

**Motor Vehicle Sales (AS 2690)**

AS 2690.1-1987, Motor vehicle sale contracts - Contract for the sale of a used motor vehicle sets out a contract and guidance notes for the sale of a used motor vehicle. Section 2 of this Contract Standard is intended for use in the sale and purchase of a used motor vehicle.

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**Different Format Options**

For a list of which Australian Standard® Contracts available in the different format options, please refer to the Complete List of Available Contracts section of this document.

**Minimal Negotiations or Amendments to Contractual Terms**

**Reusable and Interactive PDFs**

Reusable or Interactive PDF formats can be applied to a variety of projects and allow you to add text or strike-through within the Annexures only (with minimal character limits). You can use this format to print, scan and issue PDF copies through tender distribution portals (such as Tenderlink) to external parties for contract negotiations.

Who may benefit from Reusable PDF Contracts?

- Builders
- Architects
- Government officers
- Utility officers
- Lawyers
- Anyone involved in procurement and project management.

This type of format is only available with a licence term from the date of order. This licence is only for a single-user for 3 months access with up to 6 final copies. Other licences are also available, please contact us for more information.

View an example Reusable PDF format here.

**AS 4122-2010** is the only contract available (at this time) as an Interactive PDF and will only work with the most current Adobe Reader, download the latest Adobe Reader.

At the end of the ordering process, the Reusable PDF format will be available to download as an .exe file which will need to be saved to your hard drive and unzipped prior to use. It is essential you do not issue the Reusable PDF to external parties as your entered data will not have been saved or locked in.

The number of network licences is relevant only to users within your organisation and copies issued as part of a tender process (including final copies for execution), count towards the number of copies permitted. Copies marked as a draft which are generated during contract negotiations (and are not potentially
executable) are not counted as final copies. The electronic product and any further electronic copies made from the original, will automatically timeout and will not be usable after the end of the usage period.

**Hardcopy**

For commercial contracts, one hardcopy contract copy must be completed by hand and issued to each party. For example, as part of the tender process you would supply a completed original hardcopy to each tenderer. Photocopying and reformatting contravenes the Copyright Act 1968 (Cth). See the Copyright Protection Policy section of this document for more information.

All Australian Standard® Contracts are available in Hardcopy format and are labelled as ‘Reference Use Only’ on the SAI Global InfoStore. AS 4122-2010 is also available in 2, 3, 8 and 12 quantity hardcopy Commercial Packs. For more information on harcopy formats, see the Internal Reference Use Only - Hardcopy and PDF section of this document.

**Editable Terms and Annexures (MS Word)**

If you prefer the ability to edit the contractual Terms and Annexures, the Editable Word format is a flexible option.

This type of format is useful in situations where:

- substantial amendments are needed or where the full contract is required for execution;
- only the Annexures are required for editing and issuing as part of a tender package or for low negotiation projects; or
- specially watermarked contracts in PDF format allowing reproduction and external distribution are also available to accompany the amended MS Word Annexures, if the full terms are required.

Licences for Editable Word formats are tailor-made (to a degree) to suit an organisation’s individual circumstances; please contact us to discuss the options available.

Please note: AS 4122-2010 and AS 2160.1-1998 are not available in Editable Word format due to copyright licencing restrictions (see the Copyright Protection Policy section of this document for more information).

**Internal Reference Use Only - Hardcopy and PDF**

In instances where you need a contract for internal reference only and not as part of a commercial contract, a Reference Use Only hardcopy or PDF format can be used. By having these formats as a guide, you can understand the requirements without losing time on the project.

All Australian Standard® Contracts are available in Reference Use Only format. The PDF version of this format is watermarked with the details of the purchaser (such as name, date of purchase and number of copies allowed) and is also available with networkable and copy/paste licences (see the InfoStore product details of the available Contract Standards for more details).

Please refer to the Complete List of Available Contracts section of this document for more on Contract Standards and links to their appropriate product details on the SAI Global InfoStore.

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AS 4122-2010 is also available in 2, 3, 8 and 12 quantity hardcopy Commercial Packs.
Complete List of Available Contracts

See below for a complete list of Australian Standard® Contracts, the format they are available in and their appropriate context. (Please note some are duplicated according to the areas they can be applied).

<table>
<thead>
<tr>
<th>Contract</th>
<th>Reusable PDF</th>
<th>Interactive PDF</th>
<th>Internal Reference</th>
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