

The DOs and DON'Ts

... WHEN EXECUTING THE DOCUMENTS

DO ensure that each copy has a proper seal.

If there is no seal, if the seal does not match the document, or if the seal is photocopied, the document is not valid.

DO ensure that you have the most recent version of the document.

Timely and necessary revisions where changing industry practices, court decisions or other pertinent developments so dictate, protect the interests of not only the contracting parties but also all those involved in the construction contracting process.

DO ensure that each party has its own copy.

Each copy to be executed must have a corresponding copyright seal.

DO be aware of any changes to the document.

Additions or modifications are only permissible in supplementary conditions. A copyright seal is a representation that the document has not been changed from its original form. Changes to the standard indemnification clause of Standard Contracts may pose uninsured risks for both the Owners and Contractors.

DO make CCA/CCDC standard documents part of your business practices.

DON'T sign a photocopied document, or a softcopy document without a seal.

A copyright seal demonstrates that the CCDC/CCA Document is authentic, accurate and unamended with the exception only of additions or modifications as may be set forth in supplementary conditions.

DON'T amend a document or add a copyright seal to an amended document.

Only the fillable blanks and the supplementary conditions may be amended or added to.

NO Seal **NO DEAL**