

## How to Prepare A Consultancy Agreement for Architectural Services

This how-to document links the [Preparation of a Brief for Architectural Services Practice Guide](#) and the [Consultancy Services Agreement](#).

1. Determine if architectural services are needed for the project.
2. Obtain necessary approvals to proceed with the project.
3. Work through the checklists in the Preparation of a Brief for Architectural Services Practice Guide. The checklists identify:
  - the crucial information required in the brief
  - who is required on the project
  - at what stages service providers are required
  - the scope of work
4. Prepare brief for the engagement of architectural services by using the checklists in the [Preparation of a Brief for Architectural Services Practice Guide](#).
5. Prepare Consultancy Services Agreement. Follow the guide notes in the [Consultancy Services Agreement](#) document.
6. Review and reassess brief at key points of the project.
7. Monitor compliance in the delivery of services to the brief.