



## Work Instruction

### Entering Fixed Price Details

Fixed Pricing is only available on *planned work* (e.g. planned replacement/refurbishment work or planned minor work). Fixed Pricing is **mandatory** on all planned work. (On receipt of the acceptable formal tender recommendation from the FM, the Agency Representative will provide written acceptance of the recommended offer submitted and will approve the works to proceed and approve the extension of any consultancy services for contract administration of the construction phase, by increasing the agreed fixed price in FAMIS accordingly). The FM is unable to make progress claims for work until a *Fixed Price* is entered.

To enter fixed price details, complete the following steps:

1. Long left-click on the required job to access the Quick Menu.
2. Select Fix Price. (**Note:** The *Fix Price Details* window is displayed. Refer example below).
3. Enter the fixed price in the Fix Price field.
4. Click the  button or  to exit.

The screenshot shows a dark-themed dialog box titled "Fix Price Details". At the top, the title "Fix Price Details" is centered. Below the title, there is a text input field labeled "Fix Price" with a vertical cursor. Below the input field, there are three buttons: "Submit", "Cancel", and "Print". The "Submit" button is circled in red.