

ARK PROJECT CONTRACT SCHEDULE

Private project-specific contract document

Document ID	ARK-CTR-SCH	Version	1.3
Effective date	29 July 2026	Status	Official public blank template

This public blank template is provided for review only and does not create a Contract. ARK will prepare a completed project-specific Schedule using the accepted Quotation and confirmed Project information. Once completed and accepted, this Schedule, the identified ARK Standard Kitchen Project Terms, the Accepted Quotation and the completed Applicable Documents Register form the Contract for the Project. Every project-specific field must be completed or marked Not applicable before acceptance.

Project Activation occurs only after the Contract is accepted, the required deposit is received in Cleared Funds, and ARK confirms activation. The ARKCode identifies the Project Record, not the Client, account or property.

1. Contractor particulars

Legal name	ARK Project Limited
Company number	6714598
NZBN	9429046601803
Address for service	G1/22 Te Pai Place, Henderson, Auckland 0610, New Zealand
Formal notices email	arkkitchen.nz@gmail.com
Telephone	+64 21 041 0188
ARK project contact	<i>Enter responsible project contact</i>
Site supervisor / lead installer	<i>Enter name, or state how and when the Client will be notified</i>
Disclosure / insurance reference	<i>Record the current Disclosure Statement reference; do not state cover unless verified</i>

2. Client, owner and authority

Contracting Client	<i>Enter full legal name</i>
Additional Client	<i>Enter full legal name or state None</i>
Registered / legal owner	<i>Enter owner name if different from Client</i>
Authority evidence	<i>Record authority where Client is not the legal owner, or state Not applicable</i>
Physical address	<i>Enter Client address</i>
Postal address	<i>Enter postal address or state Same as physical</i>



Formal notices email	<i>Enter email for notices</i>
Telephone	<i>Enter telephone</i>
Authorised project contact	<i>Enter authorised day-to-day contact if different</i>

Where more than one person is named as Client, each named Client is responsible for the Client obligations under the Contract, subject to applicable law.

3. Project Record and Scope

Office Case ID	<i>Enter Office Console / pre-sales case ID</i>
Design Option	<i>Enter accepted design option and revision</i>
ARKCode	<i>Assigned after Project Activation, or enter if already assigned</i>
Project address	<i>Enter the address where the work will be carried out</i>
Project type	<i>Kitchen cabinetry / cabinetry and benchtop / kitchen-led renovation / other</i>
Accepted Quotation	<i>Enter quotation number, revision and acceptance date</i>
Approved Drawings	<i>Enter drawing revision and approval date</i>
Material & Hardware Schedule	<i>Enter schedule revision and approval date</i>
Appliance / Client-Supplied Schedule	<i>Enter revision or state None</i>
Contract Price incl. GST	NZD \$

3.1 Areas and work scopes

Area / Scope	Included work	Key exclusions	Quotation line / ref.	Status
<i>Main kitchen / laundry / wardrobe / other</i>	<i>Describe accepted products and services</i>	<i>State exclusions or refer to Quotation</i>	<i>Reference</i>	<i>Included / excluded</i>
<i>Main kitchen / laundry / wardrobe / other</i>	<i>Describe accepted products and services</i>	<i>State exclusions or refer to Quotation</i>	<i>Reference</i>	<i>Included / excluded</i>
<i>Main kitchen / laundry / wardrobe / other</i>	<i>Describe accepted products and services</i>	<i>State exclusions or refer to Quotation</i>	<i>Reference</i>	<i>Included / excluded</i>
<i>Main kitchen / laundry / wardrobe / other</i>	<i>Describe accepted products and services</i>	<i>State exclusions or refer to Quotation</i>	<i>Reference</i>	<i>Included / excluded</i>

The detailed Scope is defined by the Accepted Quotation, Approved Drawings, Material & Hardware Schedule and accepted Variations. Work not expressly included is excluded.



4. Expected dates and programme

Expected commencement date	<i>DD / MM / YYYY</i>
Expected completion date	<i>DD / MM / YYYY</i>
Indicative production window	<i>Enter planning window</i>
Cabinet installation window	<i>Enter planning window</i>
Benchtop templating window	<i>Enter or state Not applicable</i>
Benchtop installation window	<i>Enter or state Not applicable</i>
Indicative Handover window	<i>Enter planning window</i>

Unless expressly identified as guaranteed, phase dates and windows are reasonable planning estimates. They may be adjusted under the delay and extension provisions in the identified Contract Documents. ARK will advise the Client of a material delay and provide a revised planning window when reasonably practicable.

4.1 Conditions required before commencement

- ☐ Contract accepted and Applicable Documents Register completed.
- ☐ 50% deposit received in Cleared Funds and Project Activation confirmed.
- ☐ Final design direction, drawings and material selections approved.
- ☐ Required measurements and site verification completed.
- ☐ Appliance model numbers and official technical sheets received.
- ☐ Client-supplied product details and availability confirmed.
- ☐ Required consents, approvals or authority conditions satisfied.
- ☐ Site readiness and access conditions confirmed.
- ☐ Project-specific materials reasonably available.

5. Consents, approvals and other trades

Current consent assessment	<i>Not expected / may be required / confirmed required / not yet assessed</i>
Investigation / application responsibility	<i>Client / ARK only to the extent expressly included</i>
Authority / consultant fees	<i>Client / ARK / allowance / included as stated</i>
Included consent services	<i>Describe included service or state None</i>
Body corporate / landlord approval	<i>Required / not required / responsibility</i>
Other authority approval	<i>Describe or state None</i>

If an authority later requires additional information, work or approval, the price and timing effect is managed through the Variation process unless the requirement results from ARK failing to meet the accepted Scope or applicable law.

5.1 Other-trade responsibility

Trade / activity	Arranged by	Included in ARK Scope?	Responsibility / timing note
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Demolition	ARK / Client	Yes / No / partly	Record sequence, access and responsibility
Plumbing	ARK / Client	Yes / No / partly	Record sequence, access and responsibility
Electrical	ARK / Client	Yes / No / partly	Record sequence, access and responsibility
Gas	ARK / Client	Yes / No / partly	Record sequence, access and responsibility
Flooring	ARK / Client	Yes / No / partly	Record sequence, access and responsibility
Tiling / splashback	ARK / Client	Yes / No / partly	Record sequence, access and responsibility
Painting / plastering	ARK / Client	Yes / No / partly	Record sequence, access and responsibility
Structural / building work	ARK / Client	Yes / No / partly	Record sequence, access and responsibility
Other	ARK / Client	Yes / No / partly	Record sequence, access and responsibility

6. Client-supplied products and site information

Client-supplied appliances	List or refer to Appliance / Client-Supplied Product Schedule
Client-supplied sinks / taps / fittings	List or state None
Technical sheets received	Record date and revision
Known site hazards	Asbestos / leaks / structural concerns / concealed services / other / none known
Access and parking	Record restrictions, permits or special access
Occupancy / pets / security	Record relevant site arrangements
Protection or removal by Client	Record valuables, fragile items or existing finishes
The Client must provide accurate product information and disclose known site conditions. ARK remains responsible for exercising reasonable care and skill and for work within ARK's accepted contractual responsibility.	

7. Contract Price and payment schedule

Contract Price incl. GST	NZD \$		
Deposit amount - 50%	NZD \$		
Cabinetry Installation Completion amount - 45%	NZD \$		
Benchtop Installation Release Balance - 5%	NZD \$		
Approved allowances	List amount and adjustment method, or state None		
Project-specific payment variation	State None unless recorded as an accepted Special Condition		
Stage	Amount	Claim / response timing	Payment / release condition
Deposit	50%	Payable on Contract acceptance.	Project Activation after Cleared Funds are received.
Cabinetry Installation Completion Progress Payment	45%	Payment Claim at or promptly after Cabinetry Installation Completion. Payment Schedule within 3 working days after service.	Claimed or scheduled amount due within 3 working days after service. Cleared Funds are required before custom benchtop manufacture is authorised or released.
Benchtop Installation Release Balance	5%	Payment Claim normally at least 5 working days before the proposed installation date after the benchtop is fabricated and ready. Payment Schedule within 2 working days after service.	Cleared Funds due no later than 2 working days before installation. No benchtop release, dispatch or installation before receipt.

Cabinetry Installation Completion means the cabinetry in the accepted Scope has been delivered and substantially installed, fixed, levelled and checked against the Approved Drawings. It excludes the custom benchtop, splashback, trade reconnections, final sealing, ordinary final adjustments and recorded minor outstanding items. ARK may complete final measurement or templating before the 45% payment is received, but is not required to authorise or release custom benchtop manufacture before Cleared Funds are received. After the included benchtop has been installed, no standard Contract Price balance remains outstanding, subject to accepted Variations, separately authorised charges or genuinely disputed amounts. Where the Construction Contracts Act 2002 applies, Payment Claims and Payment Schedules must also meet the Act and applicable Regulations.

8. Applicable Documents Register

The attached ARK Applicable Documents Register is part of this Schedule. It must identify the exact title, document ID, version or revision, and effective or accepted date of every Contract Document, Policy, Standard, Checklist and Care Guide that applies.

- ☐ Completed Applicable Documents Register attached.
- ☐ Accepted document snapshots saved in the Project Record and, where available, My Documents.
- ☐ Later website updates do not replace the versions accepted for this project.

9. Consumer protection and statutory records

Where Part 4A of the Building Act 2004 applies, the Contract is subject to the applicable statutory implied warranties and defect-remedy process. Nothing in this Schedule removes or reduces non-excludable rights under New Zealand law.



- ☐ Part 4A of the Building Act 2004 is expected to apply to the accepted work.
- ☐ Part 4A is not presently expected to apply to the accepted work.
- ☐ Applicability must be confirmed before acceptance.
- ☐ Consumer Protection Checklist provided before acceptance.
- ☐ Disclosure Statement provided before acceptance.
- ☐ Documents requested below the statutory threshold and provided.
- ☐ Documents not required and not requested.

For residential building work costing NZD \$30,000 or more including GST, a written contract and prescribed consumer documents may be required. The prescribed forms must remain separate and must not be replaced by ARK-created summaries.

10. Special Conditions

No.	Special Condition	Affected document / clause
1	Enter condition, or write None in row 1	Reference
2	Enter condition, or write None in row 1	Reference
3	Enter condition, or write None in row 1	Reference
4	Enter condition, or write None in row 1	Reference

A Special Condition changes the Contract only for the matter it expressly identifies. All unaffected terms remain in force.

11. Project Publication Choice and Authorisation

Before Contract acceptance, the Client must select one option below. If neither option is selected, the Project is treated as Confidential for public publication. The selection does not prevent private project photography and record keeping reasonably required for contract administration, delivery, quality, safety, Handover, warranty, support, dispute management, insurance, professional advice or legal compliance.

☐ Standard Public Project Record	The Client gives the limited public publication authorisation in section 11.
☐ Confidential Project	ARK will not publish the categories listed in section 11.2 unless the Client later gives separate written authorisation or disclosure is otherwise required or permitted by law.

11.1 Where Standard Public Project Record is selected, the Client authorises ARK Project Limited to photograph, document, use and publish selected information about the completed Project through ARK-controlled public channels, including ARK websites, Real Projects & Prices, public Project Records, portfolios, social media, advertising, professional presentations and machine-readable or AI-accessible public information systems.

11.2 Authorised public information is limited to:

1. the suburb or general locality, without the street name, street number or exact address;
2. photographs of the completed Project;
3. the kitchen layout or general cabinetry configuration;
4. the accepted Project Scope and included work;
5. the materials, finishes, hardware and benchtop specifications used;
6. the final Project price including GST; and
7. the public Project Record reference assigned by ARK.

11.3 Where Confidential Project is selected, ARK will not intentionally publish the information listed in clause 11.2 through public or promotional channels unless the Client later gives separate written authorisation or disclosure is otherwise required or permitted by law.

11.4 Neither publication choice permits ARK to publish the Client's name, exact address, telephone number, email address, signatures, private Contract Documents, private quotation documents, myARK information, private access credentials, faces, children, vehicle registrations, security systems, access instructions or unrelated private content unless separately authorised in writing or otherwise permitted by law.

11.5 ARK may crop, blur, redact or exclude information where reasonably necessary to protect privacy, remove unrelated private content or prepare completed-project material for authorised publication.

11.6 A public Project Record reference does not provide access to the private Project Record, myARK, warranty documents, support records or restricted Project information.

11.7 The Client may request correction of inaccurate public information, withdraw authority for future publication, or request removal from ARK-controlled digital channels. ARK will act on a reasonable request within a reasonable period, subject to lawful record-retention requirements, material already printed or distributed, and independent third-party copies, search indexes, caches, archives or republications outside ARK's control.

11.8 This section does not reduce any right under the Privacy Act 2020 or another law that cannot lawfully be excluded.

12. Acceptance

By signing or electronically accepting this Schedule, each Client confirms that the Client:

- ☐ has authority to enter the Contract and has provided accurate Client and owner information;
- ☐ received or was given reasonable access to the documents identified in the Applicable Documents Register;
- ☐ had an opportunity to review the Contract and ask questions before acceptance;
- ☐ accepts the Scope, price, payment stages, expected dates and responsibility allocations;



- ☐ understands that website estimates, concept drawings and informal discussions are not the final Contract Scope;
- ☐ understands that approved Variations may change price, timing, documents or responsibilities;
- ☐ authorises ARK to preserve the accepted document versions, approvals and acceptance record in the Project Record;
- ☐ understands that myARK access is private and role-based and does not change the Contract Scope or ARKCode identity.
- ☐ has selected the Project Publication option and understands its effect; if no option is selected, the Project is Confidential for public publication.

Client name	<i>Enter full legal name</i>	Date	<i>DD / MM / YYYY</i>
Signature	<i>Sign or record electronic acceptance</i>	Method	<i>Handwritten / electronic</i>
Additional Client	<i>Enter name or state None</i>	Date	<i>DD / MM / YYYY</i>
For ARK Project Limited	<i>Name and position</i>	Date	<i>DD / MM / YYYY</i>

Electronic acceptance is permitted where the approving person, authority, complete document set, version, acceptance action and timestamp are reliably recorded.

