RECORD OF SERVICES

Dear _____,

Let this document be a **RECORD OF SERVICES** as discussed on ___/___/___
SLATTA Residential Design LLC & the above agreed for the lump sum ceiling amount of $_____
for SLATTA Residential Design LLC to provide a set of construction/building permit documents for a _____located on _____. This cost is for work performed based on preliminary discussions with the owners.

Billing is 1/3 deposit, 1/3 after design, and 1/3 upon completion of drawings

- Work & terms are noted below

The drawings I will complete per this contract are as follows:

DESIGN DEVELOPMENT

Design per owners Preliminary Design
Floor Plans
Exterior Elevations

CONSTRUCTION/PERMIT DOCUMENTS

Site Plan
Floor Plans
Exterior Elevations as required
Foundation Plans
Floor Framing Plans
Roof Framing Plans
Construction Details

Note: Electrical, Plumbing, HVAC, telephone, internet, TV and stereo wiring is bidder designed and will not be addressed except as required by code for permit.

Civil/Structural Engineers *may be required to perform work as required* for such items as Site Design, Structural Design, Lateral Design, Septic Systems, Soils investigation, Storm Drainage Systems, Fire Suppression Systems, and Erosion Control Design etc. These items are speculative in nature and may not be required by the Jurisdiction. These items will be coordinated by and paid for by the customer. Slatta Residential Design LLC may be hired to coordinate these services under a separate contract.

If the terms are satisfactory in this agreement, sign the bottom line and return with
$_____NON REFUNDABLE DEPOSIT

I appreciate the opportunity to work with you on your project. Please feel free to call if you have any questions.

I accept the terms as stated above: _____ _____
Owners/Representative Name Date

Thank you,

Neal Slatta

slatta.com
DRAFTING SERVICES