

REQUIRED FOR ALL ADD SERVICE REQUESTS
(EXCEPT FOR CA)

FILL IN ALL INFORMATION INDICATED IN RED

Project Name

Date: 1/9/2020 Project Number: xxxxx.xx

Client: Task Name: x

Requested By: **CLIENT** Date Requested: x/x/2019

Fixed Fee ☐ **CHECK**

Hourly ☐ **ONE**

BILLABLE

NO CHARGE

Description of Scope:

Be descriptive – this will be used for our agreement with the client

[Text Here]

Be descriptive – this will be used for our agreement with the client

1: Detailed scope

Plan / Elev. Style	Floor Plan	Roof Plan	Elevations	Sections	DWG Type	DWG Type	DWG Type	NO CHARGE
Plan 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Option A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Option B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Option C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ENTER TOTAL
HOURS FOR
ALL NO
CHARGE ITEMS

Total 0.00

Total 0.00

2: Detailed scope

Plan / Elev. Style	Floor Plan	Roof Plan	Elevations	Sections	DWG Type	DWG Type	DWG Type	NO CHARGE
Plan 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Option A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Option B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Option C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total 0.00

Total 0.00

* WHEN ADDING NEW
TASKS/TABLES, ENSURE
THAT THE TOTALS FOR
THAT TASK ARE
INCLUDED IN THE TOTAL
AT THE BOTTOM RIGHT

TABLES CAN BE ADDED & REMOVED
(HIDDEN) AS NECESSARYHOURS ARE
TRACKED
HORIZONTALLY
BY TASK

Total 0.00

Total 0.00

4: Detailed scope

Plan / Elev. Style	Floor Plan	Roof Plan	Elevations	Sections	DWG Type	DWG Type	DWG Type	NO CHARGE
Plan 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Plan 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Option A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Option B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Option C	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HOURS ARE
AUTOMATICALLY
ADDED

Total 0.00

Total 0.00

Total 0.00

Total 0.00

Total 0.00

Total 0.00

Billable Hours
Grand Total 0.00
Ave. Hourly Rate \$165
= \$0.00

No Charge
Grand Total 0.00
Ave. Hourly Rate \$165
= \$0.00

MULTIPLIED
BY THE
AVERAGE
HOURLY
RATETOTAL
FEE