



ROBERT HIDEY ARCHITECTS

**ONLY ACCEPTED FOR ADD SERVICE
REQUESTS THAT DO NOT NEED A BACKUP
(COPY PREVIOUS AGREEMENT, CA, HOURLY/
UNKNOWN TASK)**

FILL IN ALL INFORMATION INDICATED IN RED

ADD SERVICE REQUEST – Only use this form when “backup” is not needed

Date Requested:

Client Name:

Requester's Name (from Client):

Project No.: xxxxx.xx

Project Name:

Task Name (not #):

Task Total:

Description of Scope:

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

Includes Consultant(s): Yes ☐ No ☐ **CHECK ONE**
• If yes, include proposal(s) in your email

Copy last AS verbiage: Yes ☐ No ☐ **CHECK ONE**
• Only used for “#3”+ Tasks (i.e.- CA #3, Conceptual Desing #3)

Check One:

Fixed Fee: ☐ **CHECK**
Hourly, not to exceed: ☐ **ONE**