



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.: xxxxxx.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**