



SERVICE REQUEST FORM

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Client & Project Info

CLIENT INFORMATION

**First-time Clients, please complete all Client Information fields. Return clients need only to provide Company Name.*

Company Name: * _____
 Billing Address: _____
 City, State, Zip: _____
 Main Phone: _____
 Website: _____

Contact Name: _____
 Contact Phone: _____
 Contact Email: _____
 Billing Contact: _____
 Billing Email: _____

PROJECT INFORMATION

Project Name: _____

Project Number: _____

TRANSMITTALS

Email all Files, Links, & Plan Hub Invitations to plans@e3estimating.com

File Type(s) Available:

Files Transmitted via:

PDF
 CAD
 Other: _____

Emailed as file(s)
 Emailed as link(s)
 Link Shown Here: _____

SERVICE DUE DATE

Due Date: (early) _____

Due Date: (latest) _____



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Service Details

Check the box next to ALL needed services

EARTHWORK TAKE-OFF

Default report area/regions include:

- Topsoil Stripping & Respread
- Pavement (Drive & Parking)
- Site Sidewalks
- Building Pad(s)

Additional Area/Region Breakout(s) Desired:

- _____
- _____
- _____
- _____

Include Strata Layer Volumes

**Soils Report w/Boring Log must be provided*

Over-Excavation (unusable soils, walls, etc.)

- _____
- _____

SITEWORK MATERIAL TAKE-OFF (check each item needed)

Erosion Control BMP's

Soil Stabilization/Admix

Concrete Paving

Demolition (site improvements)

Subbase for Pavements

Curb

Demolition (utilities)

Gravel for Pads

Pavement Markings & Signs

Sanitary Sewer

Vapor Barrier

Bollards & Light Pole Bases

Storm Drainage

Site Sidewalks & Misc.Pads

Fences

Water Utilities

Asphalt Paving

Landscaping & Irrigation

Other _____

Other _____

Other _____

GPS MODEL** Topcon Trimble Machine Control Rover

Finish Grade w/o Hz. o/s

Sanitary Sewer F/L

Water Utility F/L

Finish Grade w/Hz. o/s

Sanitary Sewer Trench

Water Utility Trench

Sub-Grade w/o Hz. o/s

Storm Drainage F/L

Site Improvements, 2D Linework

Sub-Grade w/ Hz. o/s

Storm Drainage Trench

Stakeout Points

****Specifics for Off-Sets, File Types, Linework, and Stake Points will be clarified with additional discussion.**



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Deliverables & Payments

DELIVERABLES

Eastland Earthwork Estimating LLC (dba E3 Estimating) agrees to provide takeoff, estimating, GPS modeling, and/or any related services as specifically requested by the Client per the preceding pages of this form and/or any other documented correspondence.

E3 Estimating agrees that any information disclosed by the Client, not otherwise publicly available, is proprietary and confidential. E3 Estimating agrees to take reasonable measures at securing said information and to restrain disclosure per typical industry standards. Any other project specific NDA or Confidentiality Agreement is subject to review.

E3 Estimating services are undertaken with sincere care and effort in preparation and presentation of each deliverable. Notwithstanding, the Client agrees and understands in all instances that the Client shall be solely responsible for performing its own verification of all scope of work quantities, pricing, and/or plan review for layout and grade execution.

Any deliverable issued by E3 Estimating for the services requested herein by the Client shall be used at the discretion of the Client. Any deliverable rendered may or may not include all addenda and informational modifications issued. It shall be the responsibility of the Client to provide updated and/or modified information and to use services rendered by E3 Estimating in part, in whole, or not at all as is suitable for the Client's purposes. By accepting services rendered, the Client releases E3 Estimating and all its members, officers, and employees from any incidental or consequential responsibility of damages resulting from omissions, errors, and/or additions with services rendered and related deliverables.

PAYMENTS

For any service(s) not quoted as lump sum, E3 Estimating shall be paid for at an hourly rate of \$95 for all hours of work performed to complete the services requested by the Client. Expenses for field layout supplies, shipping and/or printing services will be charged at actual cost in addition to the hourly rate. Expenses for flights, overnight stays, and travel meals will likewise be charged at actual cost in addition to the hourly rate. Mileage required for services will be charged at the IRS allowable rate per mile in addition to the hourly rate.

E3 Estimating will issue an invoice for the total amount due which will be payable upon completion and delivery of the services requested. The Client agrees to make payment in full at that time.

E3 Estimating will charge a late payment fee of 2% per month (24% annum) applied to any overdue invoices and this will become part of the total amount due. Client agrees to pay all costs of collection, court, attorney's fees, and other expenses incurred due to collection of amounts due.

Lump Sum Quote Desired for this Service Request Form