|  |
| --- |
| BCK Architektur GmbH • Münzstr. 10 • D-10178 Berlin |
| {{ client\_firm }}  {{ client\_address }} |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BERLIN, DEN**  {{ today\_date}} | **SUBJECT**  {{contract\_no}} Estimate {{ contract\_name}}  For the project {{project\_no}} - {{ project\_name}} | | | |
| **PROJECT**  {{ project\_no}}  {{ project\_name}}    **VALID UNTIL**  {{ valid\_until}} | Dear Sir or Madam,  Thank you very much for your interest in our offer. Attached you will find a detailed list of the services discussed. | | | |
| Total amount net |  | {{net\_contract}} € |  |
| VAT {{vat\_percentage}}% |  | {{tax}} € |  |
|  |  |  |  |
| Total amount gross |  | {{gross\_contract}} € |  |
|  |  |  |  |
|  | We hope our offer meets your expectations and we are available for any questions you may have. The commissioning will only take place upon the conclusion of an architectural contract. | | | |
|  | Sincerely  Benjamin Koziczinski | | | |
|  |
|  |

# **Scope of Work**

[[SCOPE\_OF\_WORK]]

**{% endif %}**

**Calculation of services**

| **Service** | **Quantity** | **Unit** | **Fee / Unit** | **Fee for services** |
| --- | --- | --- | --- | --- |

{% for section in contract\_sections %}

|  |  |  |
| --- | --- | --- |
| {{section.section\_serial }}. {{ section.section\_name }} |  | **{{section.net\_section}}** € |

**{% for item in section.Item %}**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| {{ item.Item\_serial }} | {{item.Item\_name }} | {{ item.quantity }} | {{ item.unit }} | {{ item.rate }} €/{{ item.unit }} | {{ item.total }} € |

**{% if item.description %}**

|  |  |  |
| --- | --- | --- |
|  | {{ item.description}} |  |

**{% else %}**

**{% endif %}**

**{% endfor %}**

**{% endfor %}**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sum of services** |  |  |  |  |  | **{{sum\_of\_items}}** € |

**{% if additional\_fee\_percentage %}**

**Additional Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| Additional costs | Sum of services | {{ additional\_fee\_percentage}}% | **{{additional\_fee\_value}}** € |

**{% endif %}**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calculated total fee** |  |  |  | **{{net\_contract}}** € |

**Proposed Estimate**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Net Proposed Estimate** |  |  |  | {{net\_contract}}€ |
| VAT {{vat\_percentage}}% |  |  |  | {{tax}} € |
| **Gross Proposed Estimate** |  |  |  | **{{gross\_contract}}** **€** |

**{% if terms\_conditions == "Studioprojekte" %}**

**Terms & Conditions**

# **Provision of Planning Documents and BIM Data**

The client will provide 3D project models in suitable formats (preferably .3dm or .rvt, but at least .dwg). If corresponding models are not available or are incomplete, the necessary additional modeling services will be billed on an hourly basis according to the hourly rates listed below.  
Collaboration will preferably be conducted via Building Information Modeling (BIM), ideally in the IFC exchange format. Timely and comprehensive cooperation from all project participants, especially design architects and MEP engineers (HVAC, electrical, plumbing), must be ensured.

# **Coordination with Specialist Planners and Project Participants**

All relevant documents and information must be provided immediately upon request by the design office to ensure smooth project progress. Reviewing detail plans, particularly regarding acoustic requirements and other specialized planning content, is part of our service.

Changes to the design after the formal approval of layouts/floor plans, which affect our further planning, will be billed additionally on a time-and-materials basis (hourly/daily rate). This includes adjustments required by subsequent planning changes from other project participants (e.g., engineers, interior designers, client representatives).

# **Participation in Construction Meetings**

Participation in construction meetings will typically be via video conference. If on-site meetings are necessary, these must be arranged separately and will be billed according to effort (travel and accommodation costs are detailed below).

# **Payment Terms**

For each service, a 50% deposit of the agreed fee must be paid before the start of work. For services billed on an hourly or daily basis, the advance payment will be based on a previously agreed cost estimate.  
Additional services beyond the originally agreed scope will be billed according to the applicable hourly or daily rates.  
All price quotations are, unless otherwise stated, subject to the applicable VAT. Payment is due within 14 days after invoicing, unless otherwise agreed, without deductions.

# **Hourly and Daily Rates (2025)**

*Hourly Rates:*

* Executive Management 250 €/h
* Specialist Planner 185 €/h
* Project Management 165 €/h
* Construction Supervision 165 €/h
* Computational Architect 155 €/h
* Architect 145 €/h
* Construction Technician 135 €/h
* Draughtsman 115 €/h

*Daily Rates (Consulting):*

Executive Management 2.000 €/Tag

Specialist Planner: 1.300 €/Tag

Project Manager/Acoustic Engineer: 1.100 €/Tag

The above rates apply during normal working hours on weekdays (Mon–Fri). For services outside regular working hours (e.g., weekends, public holidays, night hours) or for increased effort, additional charges may apply.

# **Travel and Accommodation Costs**

**Travel Time:**

* For a one-day consultation, an additional half-day rate will be charged for travel time.
* For two or more consecutive consultation days, travel time is included in the daily rate.

**Travel Expenses:**

All costs incurred in connection with travel (transport, accommodation, meals, and other incidental expenses) will be charged to the client. The organization of arrival and departure, unless handled by the client, will be managed by us. All costs incurred will be invoiced to the client upon receipt of the invoice. All train travel within Germany is 1st class.

**Flight Travel:**

* Flights under 2 hours: Economy Class
* Flights between 2 and 5 hours: Premium Economy Class
* Flights over 5 hours: Business Class

**{% else %}**

**Terms & Conditions**

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# **Copyright and Photography Rights**

The planning documents, models, drawings, and details created within the scope of the project are subject to copyright and remain the intellectual property of the design office. Any distribution, modification, or other use requires the express written consent of the design office.  
The design office is permitted to take photographs of the interior and exterior areas during the construction period and after the project is completed and to use these photographs without restriction for its own publications, references, and marketing purposes. Access must be granted.

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