*ADVANCE   SURVEYING   &   ENGINEERING   CO.*

17917 Highway 7, Minnetonka, MN 55345 Phone (952) 474-7964 Web: www.advsur.com

Date: Monday, July 20, 2020

Type of Service: Full survey: See scope of services.

Client: <name>

Job Address: <address>

Phone: <phone>

Email: <email>

**General Information:**

* Only items listed below in the scope of services will be included in this proposal. If we have omitted any additional services that you may want included or that governmental agencies may require, please let us know and we will revise our proposal accordingly.
* On rare occasions we severely misquote a job. If we discover that to be the case, we will notify you as soon as possible. At that time, you owe us nothing for the work we may have done up to that point. We will then provide you a revised proposal which you can choose to accept or decline.
* If it becomes evident that additional services will be required after the approval of this quote and field work has started, we will provide a supplemental proposal for the additional services which you can choose to accept or decline.

**Fees and Scheduling:**

* We propose a lump sum fee of $<price> for the services listed below and we estimate that it will take approximately <days> working days to complete the work from the date you authorize and we have been provided the necessary documents to complete the work. The proposed fees and estimated completion time are valid for 30 days from the date of this proposal.
* In the event of non-payment within 30 days of receiving an invoice for services rendered, we reserve the right to suspend work and any future work until paid in full.

**Notes and Limitations:**

* Please verify the legal description of the property to be surveyed. While we are usually able to find a legal description a variety of ways, the best way to confirm the validity of the legal description is a current title policy or by one of the various other documents you may have as the owner of the property. If you are unable to verify the legal description or provide us with the legal description by other means, we suggest you contact a title insurance company or legal counsel to do so.
* Our (Advance Surveying & Engineering Co.) liability for any claims, losses, or damages arising out of this agreement shall not exceed the total fee for services rendered for this project or other amount agreed upon when negotiated previous to the approval of this proposal.

**Authorization/Payment:**

* If you would like to authorize the services herein described, please reply to this email indicating you would like to proceed or sign and return. Please choose one of the following payment options to secure your place on our schedule:

1. **Complete and return the attached credit card authorization form. Your card will only be charged after the work is complete.**
2. **Call our office at 952-474-7964 with your credit card information. Again, your card will only be charged after the work is complete.**
3. **Meet at the property or leave a check at the property on the day of the survey for the surveyor to collect.**

Thank you for considering our firm for your project and feel free to call us with any questions or concerns

**SCOPE OF SERVICES – EXISTING CONDITIONS**

<GeneralHeader><GeneralBody><build/improveHeader><build/improveBody><utilHeader><utilBody><naturalHeader><naturalBody>Miscellaneous:

■ Revisions: A normal amount of small drawing revisions is included in the proposed fee. Significant and numerous revisions will be billed accordingly in addition to the proposed fee. An invoice will be sent separately for the additional revision fees.

■ Line Stakes: A fee of $<stakePrice> per line stake will be added to the quoted price as directed by client.

■ Special Instructions (Included): <instructions>

■ Special Instructions/Terms (per client): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval:

■ If returning via mail, please sign and date below.

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card Authorization Form

Advance Surveying & Engineering Co.

17917 Highway 7

Minnetonka, MN 55345

**CARDHOLDER INFORMATION**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Street Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address (cont.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: State: Postal Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Telephone: ( ) -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AUTHORIZATION**

**□** I authorize the charges against my credit card for services completed for the following amounts:

**CREDIT CARD INFORMATION**

Credit Card Type: **□** MasterCard **□** Visa

Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration Month: Expiration Year:

Cardholder Signature: Date / /

Security Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_