



4706 Law Street
Houston, TX 77005
713.666.1931 ofc
713.661.6664 fax

PROFESSIONAL PRE-CONSTRUCTION SERVICE

Wm. Shaw & Associates, Inc. charges a fee for the time expended on pre-construction services. These services include examination of the plans, visits to the site, researching requested products, and providing an estimate and/or written specifications for the project. The following sheet outlines the fee for these services.



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Professional Services Agreement

Agreement between Wm. Shaw & Associates, Inc. (hereafter referred to as "The Remodeling Contractor"), and _____ (hereafter referred to as "The Client").

Scope of Agreement

Wm. Shaw & Associates, Inc. as The Remodeling Contractor shall provide pre-construction consulting and analysis services by Bill Shaw on the _____ project. The cost to The Client shall be \$ _____ as described below. Wm. Shaw & Associates, Inc. and The Client agree to the following responsibilities under this agreement.

The Remodeling Contractor

To meet with The Client and/or representatives and provide analysis of plans/drawings, site visits, develop written specifications and a detailed budget, research and provide recommendations for products, and general goals and objectives agreed to by both parties.

The Client

To work with The Remodeling Contractor by providing any necessary information required to complete specifications, product selections, scope of work, and anticipated budget range for project. To provide updated and corrected plans/drawings as required by the contractor.

Additional Costs

The Client is responsible for any costs that may be required to complete architectural and structural drawings to the satisfaction of The Remodeling Contractor.



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Privacy and Intellectual Property

Both parties hereby acknowledge that the information and intellectual properties resulting from this agreement shall remain the property of The Remodeling Contractor unless otherwise agreed upon. The Client agrees to abide by the wishes of The Remodeling Contractor in not disclosing certain criteria and information to any of The Remodeling Contractor's competitors such as the scope of work, specifications, and the budget documents.

Terms

A deposit of \$ _____ is due and payable with the return of this contract. The balance of \$ _____ is due upon completion of the scope of work and budget.

Cancellations

In the event of cancellation by The Client of these services before completion of the scope of work and budget. The Client shall be billed at an hourly rate of \$75.00 per hour for ALL time spent on the project prior to the date of cancellation. This cancellation fee shall be deducted from the deposit held by The Remodeling Contractor.

Acceptance

_____	_____
Wm. Shaw & Associates, Inc. (The Remodeling Contractor)	Date
_____	_____
(The Client)	(The Client)
_____	_____
Date	Date