



REQUEST FOR PROPOSAL – ARCHITECTURAL SERVICES

PROJECT: <i>(Name and Address)</i>	ARCHITECT: <i>(Name and Address)</i>
OWNER: <i>(Name and Address)</i>	ATTENTION: <i>(In Architect's Office)</i>
CONSTRUCTION MANAGER: <i>(Name and Address)</i>	DATE REQUESTED

Please provide a fee for construction drawings for the following:

☐ _____ Unit Apartment Complex
☐ _____ Buildings
☐ _____ Clubhouse
☐ _____ Other _____

☐ _____ Pool Cabana
☐ _____ Garages
☐ _____ Carports
☐ _____ Other _____

Project Specifications:

Checklist of Documents Attached:

☐ Legal Description
☐ Aerial Photographs
☐ Topographical Map (with existing trees)
☐ Surrounding Area Photos
☐ Survey
☐ Zoning Ordinance
☐ Other _____

☐ Building Code
☐ Deed Restrictions
☐ Governmental Restrictions
☐ Utility Constraints
☐ Soil Engineering Reports
☐ Circulation, Traffic Reports
☐ Other _____

Architect agrees to provide the services described above for the following fee: \$ _____.

Comments:

Please provide your proposal to _____ at the address indicated above by _____ or fax it to _____.

If you have any questions, please call _____ at _____.

SIGNATURE

DATE