

**“ IMPORTANT – PLEASE READ”**

**Proposal Terms and Conditions**

The Proposal set forth on the opposite side of this sheet is expressly conditioned upon the following terms and conditions:

**1. DRAWING CONTENT**

**Key Plans**

Key Plans will show elevation location, door numbers and location, room numbers in reference to the architectural plans for the project, door swing, and column lines. Additions and/or deletions to the drawings requested by Client PRIOR to the completion of the drawings will be performed without additional charge. All changes requested by Client to the shop drawings after their completion which were not included in the original scope of the work will be made, at CSW's option, at a cost to Client of \$50.00 per hour.

**Elevations**

Elevations for windows, storefront, and entries will include all dimensions required for field verification, detailed section cuts, glazing type, finish, quantities, and system type. Curtain wall will include all of the foregoing as well as wall sections and locations of anchors. Elevations are drawn at 1/2" = 1'-0". Other scales, including 3/8" = 1'-0" and 1/4" = 1'-0", are available, depending on the size of the elevation and the additional information required for ...

**Details**

Details will show specific manufacturer's systems, profiles and part numbers. Upon request, and if an engineer is involved or a manufacturer's test report applies, fasteners can be specified. An architectural reference and a complete substrate condition will be shown where applicable for each detail. Additional information can be applied to the detail page at customer's request, such as distance from edge of fasteners, end reactions (where applicable), etc.

**2. PLOTTING**

Client will receive one (1) set of shop drawings, if included (See Services not Included) with dimensions of either 22" X 34" or 11" X 17", at Client's option. Additional sets of shop drawings are available at a charge of \$1.50 per page. Shop drawings can be sent via e-mail to your local blueprinter or by Federal Express. Shipping charges for all shipments made by Federal Express are at Client's expense.

**3. RESPONSIBILITIES**

(a) At the time Client submits its written acceptance of this Proposal to CSW Design, ("CSW"), Client simultaneously will deliver to CSW (a) take-off elevations, (b) quantities, (c) glazing types, (d) descriptions of metal finishes, and (e) descriptions of hardware. CSW is not responsible for any deficiencies in the shop drawings caused by Client's failure to provide accurate take-off elevations and correct information regarding quantities, glazing types, metal finishes and hardware.

(b) CSW Design assumes no responsibility to Client or any third party for the design of any window which falls outside any of the specifications established by the window's manufacturer. It is the responsibility of Client, not CSW, to determine whether a window design falls within, or exceeds, its manufacturer's specifications.

(c) CSW Design is not responsible for any changes made to drawings prepared by it without CSW's express written consent evidenced by CSW's endorsement on the drawings of any such changes.

**4. PAYMENT TERMS**

All payments to be made by Client to CSW pursuant to this Proposal must be made within fifteen (15) days after Client receives the invoice. All amounts not paid when due shall bear interest at the maximum rate allowed by law from the date when payment was due. In the event the total Proposal amount exceeds \$1,000.00, then, upon CSW's completion of that amount of work equivalent to fifty (50%) percent of the Proposal total, CSW shall issue an invoice in said amount to Client, which invoice shall be due within fifteen (15) days after its receipt by client.

**5. BACK CHARGES**

The total amount to be paid by Client to CSW pursuant to this Proposal shall not be reduced for any cause or reason whatsoever by Client without the prior written consent of CSW.

**6. ADDITIONAL TERMS AND CONDITIONS**

**7. LEGAL FEES**

If it becomes necessary for CSW to initiate legal action against Client to recover any fees and/or costs for work, labor and/or materials properly due from Client, then, in addition to such fees and costs, Client shall be responsible to pay all costs, including attorneys' fees, incurred by CSW in taking such action.

**8. SERVICES NOT INCLUDED**

The following services indicated by an "X" are not being provided to Client by CSW pursuant to this Proposal:

X	Engineering /Calc Packet	X	Shipping	X	As-Built Drawings
X	Printing	X	Multiple Drawing Versions	X	Floor Plans