

# **Premier Shelters Productions LLC.**

**P.O. Box 5105**

**Largo, Florida 33779-5105**

**727-581-0706 Office**

**727-581-0816 Fax**

Date

XXX

XXX

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Dear

Our company likes to confirm our engagement by new clients with an engagement letter. This will confirm that you have requested that we represent you as a consultant in respect to the coordination of building documents for your construction project.

The purpose of this letter is to confirm your engagement of us to perform Consulting Services for you. Our fees are primarily based on a hourly or contract amount once the scope of our services have been completed. I will delegate the tasks to the extent that I believe they can be more effectively and cost-effectively performed by other persons or companies. You will be notified of any upfront costs that are not to be included in the contract. We also charge for disbursements that might be necessary such as surveys, soil testing, in circumstances where costs are substantial, we will ask that you pay third party providers directly.

We generally bill for services and disbursements on a monthly basis. You agree to pay these invoices upon receipt. Once the final pricing and contract have been agreed upon we will bill based on draw amounts based on progress of project.

You also agree to provide on a timely basis all information and documents we reasonably request of you, and otherwise cooperate fully in our representation of you in this matter.

Given that you are a new client to our company, we request a retainer of \$1,000.00 to which we will apply against the agreed upon contract. If for any reason a contract is not executed retainer will be considered payment for services rendered. Consulting Services include but is not limited to:

The first appointment will determine if we are a good fit to work together. We will talk about your wants and needs, what your expectations are from us as a consultant and what our expectations as a consultant are from you as a client. If we engage in a second appointment you will receive my manual "Home Building and Remodeling - From Dreams To Reality". This manual has been developed to guide you smoothly through your building experience.

The second appointment we will start team building. I will recommend who I think best fits #1 your expectations, #2 best qualified at a reasonable cost to draw the plan necessary to permit at the governing authority over your address.

The third appointment will be to review a preliminary floor plan of what my interpretation was of our conversations to date. This preliminary plan will be changed or modified until you are satisfied. There will be a separate fee associated with this and a proposal for the work will be given from the person(s) firm and this will be a separate contract from mine and payment is your responsibility.

The fourth appointment will be to give you all the information needed to start shopping so that what you pick will be part of the actual budget/construction documents intended to drastically reduce budget overruns. You will also be given a copy of our building contract to review.

I will also provide:

- (1) At my cost to you for reimbursement to us an updated survey and elevation certificate if needed.
- (2) As many meetings as required at a time of mutual convenience.
- (3) City Official consultations
- (4) Design input
- (5) Financing assistance if needed
- (6) Secure necessary permit for the scope of the project
- (7) Keep a realistic timeline moving forward

We also like to confirm to our clients the scope of this representation. The representation we have undertaken for you is confined to Building Consulting Services that you have requested from us at this time. Of course, if no conflicts preclude our providing Building Services in the future, we would be most delighted to do so.

On completion of the Consulting Services described in this letter, this specific engagement will be completed. We will retain your file documents relating to this matter for five years after our representation of you in this matter has been concluded, at which time we may dispose of all such documents without further notice.

We are delighted you have chosen to have us do this work for you, and we look forward to working with you.

Very truly yours,

Kathryn C. Helmus  
President - Premier Shelters Productions LLC.

I have read the above letter and wish Premier Shelters Productions LLC. to provide Consulting Services as described.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date