

REQUEST FOR PREPARATION OF SPECIFICATIONS

This is to request that APCA prepare SPECIFICATIONS (Section 09900) for the project listed below. It is agreed that a deposit for this specification of \$700.00 (plus GST for a total of \$735.00) will be paid for upon receipt of this invoice. Additional charges (if applicable) will be due prior to release of the written specification report. Costs for a site tour, if required, will be \$300.00 (plus GST for a total of \$315.00) plus required travel expenses outside of Calgary or Edmonton.

Project Information

Project Name:	Approx. 1st Inspection Date:
Location/Address:	Approx. Completion Date:
City, Prov., Postal:	

Project Specifics (issues, criteria, requirements, general comments)

Project Contact Information

Company/Name:	Contact Name:
Address:	Phone:
City, Prov., Postal:	Email:

Please provide a credit card number and signature to be held on file. The initial deposit will be processed immediately. Once the specifications are complete, the final payment will be processed, and you will receive your documentation. Travel invoices, if required, are due within 30 days of issue. All outstanding invoices are subject to a service charge of 2% per month (26.8% per annum).

Cheque made payable to APCA

Visa

MasterCard

EFT

Name on Card:	Signature:
Card Number:	Expiry Date:
	Security Code: