

HOME DRAFTING SERVICES LLC**300 North Fisher****Jonesboro, AR 72401****(870) 931-3178****Rev., Dr. Charles Coleman****OFFICE HOURS BY APPOINTMENT ONLY****M-W_ 10 AM TO 12/ 2 TO 4****FRIDAY - 9 TO 12****CLOSED SATURDAY AND SUNDAY*********BY APPOINTMENTS ONLY****UPDATED CONTRACT _ 2020**

Home Drafting Services (HDS) **is not a licensed architect or structural engineer,** we provide drafting services. Therefore, it is the responsibility of the customer/contractor to obtain the services of an architect or equivalent for non-typical conditions in the layout.

Responsibility of the customer:

The customer must locate his/her contractor(s) for the various phases of work to be performed in the construction of the home.

- 1) In **order to draw the Site Plan which is required by the City of Jonesboro,** the customer must provide the description (survey of the property) to HDSLLC.
- 2) A survey of the property owned, and deposit must be provided before any contract is signed.
- 3) The deposit will not be returned (because of consultation time)
- 4) Provide a sketch or drawing with dimensions before drawing can be made

Initial Meeting:

This **meeting** is between the customer and their representative to communicate the floor layout to HDS. After this meeting with provided information (1 thru 4), a Preliminary Drawing will be drawn and sent or picked up in a **PDF form** with no dimensions for the customer to review.

The **PDF DRAWING** allows the customer (1) to verify the layout after the initial meeting and (2) to make changes to the layout. The **PDF DRAWING** are to be returned **within (3) DAYS.** with all the correction needed. If other agreements are made, they must be done in writing.

The Preliminary Drawing will produced **within two (2) weeks (or before).** This drawing will consist only of **floor layout, elevations (Front, Rear, Right and Left), and limited dimensions.** **At this time half of the balance is due.** The Final Drawing will be delivered or picked up by the customer **within (3) weeks.**

Example: 1:PDF- TWO WEEK PDF SENT OUT

2: RETURNED OF PRELIMINARY TO HDS THREE DAYS LATER

3: FINAL DRAWING =3 WEEKS AFTER PRELIMINARY OR BEFORE

Final Drawings:

The Final Drawing consists of the following:

- (1) Foundation layout,
- (2) Floor layout of each floor,
- (3) Two Cross Sections, and roof details(framing)
- (4) Detail of Cabinets and Vanities.

Price based on square feet:

NUMBER OF FLOORS	HEATED SPACE-SQ. FT.	PRICE
1	1,100 to 1,200	\$900.00
1	1,300 to 1,500	\$1,100
1	1,600 to 1,800	\$1,300
1	2,000 to 2,300	\$1,500
1	2,700 – 2,900	\$1,700

A **\$400.00 deposit** is required "**before**" the Preliminary Drawing is drawn and it is **non-refundable.** This fee attempts to cover "**CONSULTATION**" time and supplies. **Upon the delivery of the Final drawing the total balance is due,** unless arrangements have been prior to completion date of the Final Drawing.

Changes:

TYPES	PRICE
<u>Additional changes made by the customer after the preliminary drawing such as relocation, removing, or adding items.</u>	<u>\$200.00 to \$300.00 per *floor layout</u>
<u>Additional changes made by the customer after the preliminary drawing that affect the floor layout, room layout, elevations, or site.</u>	<u>\$200.00 to \$250.00 per *floor layout</u>
ADD \$ 800.00 TO ALL PRICES FOR COMMERCIAL RENOVATIONS	

By signing, this agreement states that _____; customer understands the terms and will comply.

Signature of Customer Date

Signature of Customer (Spouse) Date

Rev Dr Charles Coleman

HDS Representative Date

