

Contract Agreement

OWNER BUILDER SUPPORT CONTRACT AGREEMENT

New Client

No. ## Street Name
Suburb, Vic, Post Code,
Australia

Dear New Client

Owner Builder Support would like to thank you for providing us the opportunity to prepare a quote for the Construction Drawings of your proposed works. Further to our recent briefing, set out below is the basis on which we would proceed with the construction documentation of your building works.

Proposed Scope of works & Costing

Construction Drawings for a (Project Type) as per the design brief.

Job Specification	(Project Type)
Quotation	(TBC) Architectural Drawings Only
External Consultants	(TBC) Building Surveyor (TBC) Structural Engineer (TBC) Administration Documentation if requested

Services to be Provided

Upon acceptance of this proposal & costing, a preliminary payment of (TBC) is required to progress through to further develop your final design specifics. This is to eliminate any assumptions made on this initial proposal. If requested, additional payment is requested for any documentation required for a building permit to be obtained. Prices can be collected from our Documentation Order Form.

- 1) Upon acceptance, the Owner authorises and requests Owner Builder Support to:
 - a) Hold design meetings, prepare sketches & specifications for the design and documentation of the proposed building works on the land. (Up to 3 design meetings)
 - b) Order Title, plan of subdivision, covenants & any other relevant instruments of the land if requested (See Documentation Order Form)
 - c) Arrange a site inspection of the land If required - designer to advise
 - d) Arrange a soil test, feature & re-establishment survey of the land if requested by client at extra cost.
 - e) Order property, easement and services information from relevant council and authorities if requested
- 2) The owner agrees to pay the Designer fee prior to the works being undertaken
- 3) Irrespective of payment, ownership of the copyright in all plans prepared by the Designer remain the Designer's property at all times. Such plans will not be used by the owner, any other person on behalf of the owner or otherwise without the Designer's written approval. Certain Items can be forwarded onto the client if requested.
- 5) If this agreement is canceled and no building Contract is entered into, then, then the payment is non-refundable.
- 6) All documentation will be issued as Preliminary Issue for client review
- 7) Final invoice will be issued with preliminary drawings and payment due 7 to 14 days from when invoice is submitted.
- 8) Final Documentation with Construction Issue stamp ready for Building Permit submission will be released in electronic form once the progress payment of 45% has been finalised. Remaining 5% will be collected after your building Permit has been approved.

We hope the above meets with your approval and look forward to working together to achieve a successful result. Should you wish to proceed with our service, could you please sign the enclosed copy of this agreement and return it to us along with your initial payment of (TBC).

We appreciate you allowing us to provide you with a quote & look forward to the prospect of working with you on your proposed project. If you have any questions, please don't hesitate to get in touch with us.

Regards

Owner Builder Support

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1ST CLIENT

SIGNATURE

DATE