



Your Architectural Drafting Resource

Terms, Conditions & Standard Policies (2 pages)

Dear Customer, please review these sheets to understand the MP Drafting process, its components and how they apply to you. These policies and practices are in place to provide a smooth operation between our company and yours. We encourage open feedback and suggestions; please do not hesitate to contact us.

Communication Policy

Communication is of the utmost importance in all aspects of the construction industry. From the 1st step in the drawing process, we promise to communicate with you to keep everything current and up to date. Any questions or concerns with the shop drawings will be brought to your attention immediately.

Expected communication return dates:

Email: 24 hour maximum response time

Phone: 6 hour maximum response time

Hours of operation:

M-F 8:00am – 5:00pm

We expect the same commitment of communication from our customers. If there are areas of our shop drawings that need changing, you are unhappy with or simply have a constructive comment, please contact us immediately.

Pricing Policy

Each job is different and requires different pricing strategies. . Straight per sheet pricing typically does not meet the needs of the company or customer. To be innovative and accommodating we have set up 3 different options for pricing strategies. At the beginning of each job it will be determined which strategy is best.

1. Quoted price per job,
2. Variable Per sheet price (varies \$75 - \$125 depending upon difficulty of job and sheet size required)
(Please see separate pricing schedule)
3. Hourly (Please call for hourly pricing)

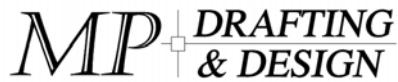
Drawing Review Policy

The review process involves both MPD&D and the customer together. These processes are in place to insure the most accurate and useful drawings possible are created.

MP Drafting & Design: will do an in-house review of all drawings before they are issued to the customer for review. This process includes but is not limited to: reviewing all previous correspondence with the customer to insure everything the customer has requested is acted upon, utilizing review checklists, general review for accuracy, etc.

Customer: must thoroughly review all drawings to insure the accuracy in regards to: scope of work, bid proposal, system type, detail accuracy, quantities, all dimensioning, etc. Once the review set has been thoroughly checked to the customer's satisfaction, it must be returned to MPD&D for final revisions for submittal. When these final changes are completed a drawing set will be submitted to the customer who must then thoroughly check all revisions have been made accurately.

The customer is ultimately responsible for all content within the shop drawings.



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Payment Policy -- Net 30 Days, Credit Hold 45 Days

Standard notice of aging may be issued at 30 days from date of invoice. At 45 days past date of invoice, account will be put on credit hold. Any current drawings in production will continue, however will only be delivered when a) the account is brought up to date, or b) drawings are delivered COD.

Additional Customer Responsibilities

1. The client has the responsibility of providing all necessary information in a timely manner to complete all work requested. This includes but is not limited to: client take off sheets, hardware schedule, quantity list, etc.
2. MPD&D assumes no responsibility to Client or any third party for the design of any system which falls outside any of the specifications established by the system's manufacturer. It is the responsibility of Client, not MPD&D, to determine whether a system design falls within, or exceeds, its manufacturer's specifications. This includes but is not limited to the application of all fastening components, anchoring devices such as metal clips, structural integrity of the system at design loads, etc.
3. MPD&D assumes no responsibility to Client or any third party for the compliance to any local, state, and/or national code requirements. It is the responsibility of the Client, not MPD&D, to determine whether a system (and its components) is designed per applicable codes and standards.
3. MPD&D is not responsible for any changes made to drawings prepared by it without MPD&D's express written consent evidenced by MPD&D's endorsement on the drawings of any such changes.

Back Charges

The total amount to be paid by Client to MPD&D pursuant to the proposal, invoice, hourly invoice, etc. shall not be reduced for any cause or reason whatsoever by the Client.

Legal Fees

If it becomes necessary for MPD&D 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 MPD&D in taking such action.

Additional Terms & Conditions

Additional terms and conditions, if any, are attached to this document and designated Schedule "A".

Optional Services (Not Included)

Unless contracted to specifically provide, the following services are not included with any initial shop drawing packages: (1) engineering calculations or stamps of any kind, (2) large format printing of any kind (larger than 11X17), (3) shipping of any kind, (4) revisions past "1st submittal", (5) as-built drawings.