

Project #: _____

Date Ordered: _____

Standard Survey Work Order Form

W:\Marketing\Proposals__SURVEY_PROPOSALS_Survey Dept\Standard Survey Work Order Form.xls

Referred by: _____

Order Taken By: _____

This section to be filled out by the client/contractor:	This section to be filled out by the BPG Survey Department:
Property: Lot #: _____ Block #: _____ Section: _____ Subdivision: _____ Location: _____ Owner(s): _____ Address(es): _____ Name(s) On Plat: _____ Promised Commencement Date: _____ Promised Completion Date: _____	<p style="text-align: center;"><u>WORK TO BE PERFORMED</u> (Please check all that apply) Elevation Certificate</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"><input type="checkbox"/> Pre-Construction</div> <div style="text-align: center;"><input type="checkbox"/> Under Construction</div> <div style="text-align: center;"><input type="checkbox"/> Final</div> </div> <p style="text-align: center; font-size: small;">Note: During the course of construction, 3 elevation certificates will be required. (If completed with a survey, this may reduce the fee)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Final As-Built Survey (Previous Lot Survey of Property May Reduce Fee) </div> <div style="width: 45%;"> <input type="checkbox"/> House Stakeout </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> House Stakeout (Simple / 4 Points) (Additional fee for more points) </div> <div style="width: 45%;"> <input type="checkbox"/> ALTA Survey (hourly) </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Lot Survey </div> <div style="width: 45%;"> <input type="checkbox"/> 4 WD Property (Additional Fee) </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Lot Survey (Including Average Ground Elevation) </div> <div style="width: 45%;"> <input type="checkbox"/> Recombo of Parcels </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Site Plan (hourly) </div> <div style="width: 45%;"> <input type="checkbox"/> Set Benchmark </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Locate Property Corners (hourly) </div> <div style="width: 45%;"> <input type="checkbox"/> Flood Zone Certification (hourly) </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Roof Height Elevation (fee may be reduced if completed with an as-built) </div> <div style="width: 45%;"> <input type="checkbox"/> Oceanfront Property (Additional Fee) </div> </div> <div style="text-align: center; margin-top: 10px;"><input type="checkbox"/></div>
Billing Information:	
Ordered By: _____ Bill to Address: _____ Phone Number: _____ Fax Number: _____ E-Mail Address: _____	
Specific Details of Work Requested:	
Field Notes:	Survey Estimate
Date in Field: _____ Field Book / Page: _____ Crew Leader / Members: _____	<p style="font-size: small;">This estimated pricing does not account for site specific conditions that may be encountered during the performance of the actual survey, such as site conditions requiring additional property research outside the anticipated scope of services, changes based on requirements of the local and/or state agencies and/or additional requests by the contractor/client. Hourly estimates do not include items such as printing, mileage, etc.</p>
	Estimate Amount _____ Authorized Signature _____
	Survey Managers Signature _____ Date _____
	A \$ _____ retainer and authorized signature will be required at the time the services are agreed upon. This retainer will be credited towards the final balance due upon completion of the project. Final plans will be released upon final payment of services rendered.
By signing this form, I hereby certify that I am the authorized representative who can grant approval for BPG, Inc. and its representatives to enter on the above noted land and will be responsible for payment of services when rendered on the subject property.	Michael Barr, V.P., Surveying mbarr@bissellprofessionalgroup.com Telephone: 252-261-3266 Fax: 252-261-1760