



# ARCHITECTURAL DRAFTING SERVICE, INC.

3435 Metamora Road, Suite B (810) 678-3112  
Metamora, MI 48455 (810) 678-2223 fax  
e-mail: [adsinc@draftingservice.com](mailto:adsinc@draftingservice.com)

## SHOP DRAWING PROPOSAL / AUTHORIZATION

**DATE:** 00/00/00

**TO:** XYZ Glass Co.  
1000 Ave. "B"  
City, State 00000

**PROJECT:** Sample Project  
ABC State University  
City, State  
CW-SF Submittals & Eng

**FAX:** 800-123-4567

**ATTN:** Joe Estimator

### DESCRIPTION: To provide Shop Drawings and/or Engineering Services as described:

This quote is based on a complete set of Arch/Struct. drawings, specs. and Addm #1. Submittal Shop drwgs to be based on Kawneer 1600-2 CW, 451T Storefronts, Wide Stile & Alum Flush Panel Swing Doors @ Ext. / Int. only. All details based on 1" glass. We also include detailing of a CW Mock-Up per G005. A check set will be provided in a .pdf format for your "Review & Comment" prior to e-mailing for initial submittals with all printing by XYZ. We include 12 hours of revision time for A/E red lines if required. Includes 5 sets of Formal Ohio P.E. Stamped Calcs after architectural approval is received. See attached 2 page Supplement for additional inclusions & exclusions. Drawing process can begin within 2 working days from receipt of P.O.

**FOR THE SUM OF:** \$000.00 for Submittal Shop Drawing/Eng Packages.

**SUBMITTAL DATE:** 4 weeks after receipt of authorization & all requested information.

**TERMS:**  Net 30 days from Invoice date

Net 10 days from Progress Invoice date

YES NO

- Price Includes postage  
  Price Includes (1) minor revision  
  Price Includes (1) set of drawings  
36x24 plots & 11x17 reduced prints

YES NO

- Price Includes P.E. Stamped Drawings  
  Price Includes Black Line Printing  
  Price Includes P.E. Calculations

**PLEASE SIGN AND RETURN ONE COPY OF THIS FORM AS ACCEPTANCE AND AUTHORIZATION OF THIS PROPOSAL. ANY ORDER FOR SERVICES CANNOT BEGIN UNTIL A SIGNED COPY OF THIS FORM IS RETURNED TO ARCHITECTURAL DRAFTING SERVICE, INC.**

**ARCHITECTURAL DRAFTING SERVICE, INC. :**

**APPROVAL:**

**BY:** Ron Horist, Sr.

**BY:** \_\_\_\_\_

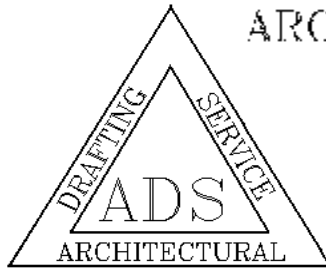
**TITLE:** President

**TITLE:** \_\_\_\_\_

**DATE:** 00/00/00

**DATE:** \_\_\_\_\_

This quotation is based upon information supplied at time of bid and appropriate labor rates are applied. This quotation is only valid for 30 days. If additional Drafting and/or Engineering Labor is required, our price will adjust accordingly to cover costs. Any and all disputes regarding all parties must be brought to binding Arbitration and filed with the American Arbitration Association according to the Construction Industry Association rules. Late payments will accrue time price differential at 1.5% of the unpaid balance per month.



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## FAX TRANSMISSION

**DATE:** 12/08/2009

**COMPANY:** XYZ Glass Co. **FAX #:** (800) 123-4567

**TO:** Joe Estimator **FROM:** Ron Horist

**SUBJECT:** ABC State University **A.D.S. JOB #:** \_\_\_\_\_

**TOTAL PGS INC. THIS SHEET:** 2

### **MESSAGE:**

12/08/09 Supplemental Attachment to Proposal / Authorization Page #1 of 2

We include Shop Drawings & Engineering Submittals for the Exterior/Interior Curtain Walls, Storefronts, Aluminum Entrance Doors & Mock-Up only. Interior Vestibule and Interior Storefronts as shown only.

- A) We acknowledge receipt of a full set of Architecturals / Structural and Spec Sections 085210 (Ribbon Wdws), 081116 (Flush Panel Doors), 084113 (Storefronts), 084413 (Curtain Walls), 087100 (Hardware) & 088000 (Glazing).
- B) We include detailing of Kawneer Series 1600-2 Curtain Walls in 2 1/2" x 6", 7 1/2" & 10" deep Systems for 1" infill (no 1/4" adapters), Vert SSG & Horiz SSG as detailed. Associated Brake Metal within Curtain Walls & Storefronts is included. Includes segmented layouts & "jack-knife" sloped CW w/ lower portion @ 7 deg outward slope and upper portion @ 11 deg outward slope.
- C) We include detailing of Kawneer Storefronts in 451 / 451T @ Exterior and @ Interior with 1" glazing.
- D) We include detailing of Kawneer Series Wide Stile & Flush Panel Doors in CW & SF.
- E) We have estimated approx. 53 openings for 37,418 sq.ft of area.
- F) We include a Mock-Up set of dwgs based on sheet G005.

**C.C.:**

**MESSAGE:**

Page #2 of 2

- G) Allow 4 weeks for the completion of the initial submittal drawing package. Note that we have allowed for (1) Kick-off and/or coordinating meeting with XYZ via telcon if required to review scope of work.
- H) All drawings will be e-mailed in a format for fabrication of materials by XYZ and/or Kawneer.
- J) We include (5) sets Ohio P.E. Stamped Calculations and (1) set of coordinated Shop Drawings. Engineering package will be submitted only after receipt of "approved as noted" drawings.
- K) Initial check set e-mailed to you in a .pdf format for your "Review & Comment" followed by e-mailing (1) PDF formatted set for XYZ printing.
- L) 12 hrs of revision time is included for architectural changes and/or incorporation of field dimensions. We include making all changes to the drawings which are directly related to errors made by ADS at no additional cost. All other changes to the drawings as a result of Architects / G.C. review can be provided & will be billed on an hourly rate after the 12 hours is consumed.
- M) All customer information, manufacturer's quotes, ADS Information Check List, Authorization/P.O., complete set of specs., Architectural & Structural drawings must be received at A.D.S. before we can begin submittal process.
- N) Progress Invoices will be submitted. PAYMENT TERMS ARE NET 30 DAYS FROM INVOICE DATE. Payments of our invoices are not contingent upon the client receiving funding or payment from other sources.

Base Bid = \$000.00

**Excludes:**

At this time we do not include any testing and/or interpretation of test results. Drafting for Louvers, Hollow Metal Doors/Frames, Mirrors, Metal Panels, 085800-Ticket Windows, Embed Drawings, Interior work other than storefronts, Fire rated Assemblies, metal wall panels and any other interior aluminum framing within the building. We exclude engineering & detailing of any member considered by ADS/Engineer as being part of the building structural component. Any special considerations if a CW Consultant is employed by Owner, Architect or C.M.

Alt.#1 DEDUCT: Deduct (-) \$000.00 from Base Bid if Mock-Up drawings per Sheet G005 is deleted.