

# AVCS

Technology Consulting for the 21<sup>st</sup> Century

AudioVisual Consulting Services, Llc.

From the desk of Douglas Kleeger, CTS-D, DMC-E/S, XTP-E, KCD

XX/XX/XXXX

## Quotation for Drafting / Engineering Services

AudioVisual Consulting Services, Llc. (AVCS) shall provide drafting services to (Client Company Name) as described herein.

Re: (Project Name)

Project #: XXXXX

Documents received:

XXXXX

XXXXX

XXXXX

XXXXX

XXXXX

We will provide; Cover Page, Audio Single Line(s), Video Single Line(s) Control Single Line(s), Rack Elevation(s), Device Details as necessary in .PDF and AutoCAD format based on the received project documents and meeting(s) between AVCS and (Client Company Name). Deliverable will be on the approved (Client Company Name) 24 x 36 native border and AVCS/(Client Company Name) construction documents standard.

The billing rate will be \$85 per hour, billed weekly, due upon receipt (a prompt pay discount of \$10 per hour yielding an effective hourly rate of \$75 will be invoiced).

Based on the received project documents and required deliverables, we estimate this project to take XX hours, for a total not to exceed price of \$XXX. In the event it looks like we may go over budgeted hours, we will notify you in advance when we are at 80% of used hours and look to discuss completion.

Drawings will be delivered for review as completed with a deadline to have the drawing package completed by (Delivery Date).

Note: while we do not bill for minor edits, any significant changes in layout and/or design *may* be billable.

X \_\_\_\_\_

Client Name  
Client Company Name

X \_\_\_\_\_

Date