

P.O. BOX CP 6286
CASTRIES SAINT LUCIA
PHONE: 1 758 284 3423
ENQUIRES: ipdlimited@live.com



PRELIMINARY AGREEMENT

DATE:

CLIENT:

DESIGN:

ADDRESS:

PHONE:

EMAIL:

TOTAL:

SIGNED:

AGENT:

ISLAND PROPERTY DEVELOPMENT LIMITED



0.1 Responsibilities of IPD

- 1.1 Shall provide the scope of service provided in this Agreement.
- 1.2 Shall provide the preliminary Design Documents to Island Property Development Limited for the purpose Of Island Property Development Limited preparing a quote And list of materials for the Client to supply a steel frame home Base on the preliminary documents.
- 1.3 Shall inform the Client promptly when an instruction from the Client changes the Original Scope of Services and require Additional services.
- 1.4 Shall provide the Client with an estimate of fees for the Additional services which may be required.
- 1.5 Shall not assign or transfer this agreement without the Prior written consent of the Client.
- 1.6 Retain copy right of all Preliminary Design Documents including But not limited to any drawing, reports, specifications, sketches, Plans and other documents provided by IPD to the Client.

2.0 Responsibilities of the Client

- 2.1 Instructs IPD to undertake the Scope of Services.
- 2.2 Shall provide IPD with a realist project budget and all Relevant information required by IPD to complete the Services described in this agreement.
- 2.3 Shall recognize that their requirements may alter as the Design develops through the design process.
- 2.4 Shall pay IPD for the services provided in accordance With this agreement.
- 2.5 Shall work co-operatively with IPD to ensure satisfactory Progress through all stages of the preliminary design Stage and other services provided by IPD.
- 2.6 Client also acknowledges that additional fees will be Payable with significant changes to the brief are Requested by the client which require redesign And/or redrawing of existing documents.
- 2.7 Shall maintain accurate records and keep IPD informed Of any changes of the client's circumstances, Requirements or intent.
- 2.8 Agree that:
 - 2.8.1 The copyright of the preliminary design Document will be retained by IPD and also Agree to use the preliminary design documents Only on the site for which it was specifically Prepared and shall not use the design for any Other purpose or project without prior written Consent of IPD.
 - 2.8.2 The Preliminary Design Documents are not to be Used, copied or reproduced for any purpose Other than a purpose relating to this agreement.
 - 2.8.2 Any payment for services to IPD by the Client Under this agreement does not assign or license The use of copyright in any of the materials Provided to the Client.
- 2.9 Shall not assign, transfer or sublet any obligation Under this agreement without the written consent of IPD.
- 2.10 Shall pay IPD all amount due at the date of Termination in accordance with this agreement in the Event of termination.
- 2.11 Agree that acceptance of these conditions and the fees Shall be deemed effective by letter of engagement. Or any other form of instruction (whether written, Verbal or by your conduct) to IPD to commence work.

3.1 Scope of service

3.2 Preliminary Design Documents

Prepared preliminary concepts house plans Drawings including sketch drawings, diagrams And other information to adequate explain the Design and present to the client.
Provide the preliminary documents to Island Property Development limited for the purpose Of it preparing a Quote and list of materials to The Client for the supply of the steel frame home Based on the preliminary Designs documents for The supply of the steel frame Home to the Client.

3.3 Inclusions

The following **ARE** included in the scope of services:

- Preliminary Design Documents (including, if requires 5 cycle revisions) A cycle revision is classified at each Change to drawing name and an amendment i.e. Rev A, B, etc.).

3.4 Exclusions

The following **ARE NOT** included in this Scope of services:

- Engineering services such as soil tests wind ratings Foundation designs, bush fire assessments.
- Surveyor's fees.
- If the Client requires more than five (5) cycle revisions To the drawings, then each additional revision will Attract an additional fee set by IPD.

4.0 The fees.

All fee quoted are included GST unless noted otherwise

4.1 Total Fees

The fee payable by the client to IPD shall for the scope of services Shall be the Total Fees listed on the cover page of this agreement.

4.2 Additional Fees

Additional fees will be due where

- Additional services are required.
- The services are protracted due to circumstances Beyond the control of IPD.
- Previously completed work is abandoned due to Changes in the scope of work by the client.

Additional services required by the client may include.

- Changes to work instigated by the Local Government Authorities that require action, Information and/or re-documentation.
- Request for additional information from the Client That helps them understand and complete the work.

5.0 Standard Condition

In accessing the above fees and scope of work we have Assumed the following:

- Scope of work is as stated above and as outlined in The brief. Any increase in the scope of work may result In an increase of the fee.
- Preparation of Preliminary Design Documents will be base On the estimate provided to the client, subject to Clause 3.2 any alteration after commencement of Preliminary Design Documents may incur additional fee To be agreed between IPD and the Client.
- This fee is valid for acceptance by the client for a period Of 30 days from the date shown there on, after which Time the fees may be reassessed
- The total fee will be due by the Client to IPD upon the Client signing this agreement and is payable to Island Property Development Limited
Account No:



Preliminary Checklist

Client:
Built Address:
Design Brief:
Approx. Total Built Budget:
Approx. HM, m2/sq.:
Finance: Y/N

Item	YES	NO	Notes
Floor System			
<ul style="list-style-type: none"> Slab <i>(Designed & supply by owner)</i> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Elevation Floor System <i>(By IPD 450mm – 900 mm off ground)</i> 	<input type="checkbox"/>	<input type="checkbox"/>	Heights <input type="text"/>
External cladding			
<ul style="list-style-type: none"> Standard <i>(James Hardi, Hardieflex Panels and/or Hardietex, Blue board)</i> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Upgrade 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Roof Material			
<ul style="list-style-type: none"> Standard <i>(Color bond Custom Orb or Trimdek (for Low pitch roof) are standard)</i> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Upgrade <i>(Upgrade option include ultra-roofing) (For coastal areas) or non-standard roof Profiles)</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Glazing Upgrades <i>(Note these items are not standard)</i>			
<ul style="list-style-type: none"> Double glazing to Windows 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Double glazing to external doors 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Other/ Notes 			<input type="text"/>
Bushfire ratings <i>(No bush fire ratings included as standard. Note: If you have a BAL rating, we do not include Bushfire screens)</i>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Wind Ratings/Hurricane Ratings <i>(Standard wind ratings is N3)</i>			
	<input type="checkbox"/>		<input type="text"/>
Ungraded ceiling Height Upstairs <i>(Standard is 2400mm high)</i>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Ungraded ceiling Height downstairs <i>(Standard is 2400mm high. You can upgrade to 2550mm, 2700mm or raked, please select)</i>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Decking <i>(For elevated floor homes only)</i>			
	<input type="checkbox"/>	<input type="checkbox"/>	

NOTES:

A large, empty rectangular box with a light blue background, intended for notes. The box is outlined in black and occupies most of the page area below the 'NOTES:' header.