Date Ordered: _____

Order Taken By: _____

Standard Survey Work Order Form

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

Project #:_____

This section to be filled out by the client/contractor:

Property: Lot #: _____ Block #: _____ Section: _____

Subdivision: _____

Location: _____

Owner(s): _____

Address(es): _____

_____

Name(s) On Plat: _____

Promised Commencent Date: _____ Promised Completion Date: _____

Billing Information:

Ordered By: _____

Bill to Address: _____

_____

Phone Number: _____

Fax Number: _____

E-Mail Address:

Specific Details of Work Requested:

Field Notes:

Date in Field: _____ **Field Book / Page:** _____

Crew Leader / Members:

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.

This section to be filled out by the BPG Survey Department:

WORK TO BE PERFORMED
(Please check all that apply)

Elevation Certificate

☐ Pre-Construction ☐ Under Construction ☐ Final

Note: During the course of construction, 3 elevation certificates will be required.
(If completed with a survey, this may reduce the fee)

☐ Foundation Survey or Final As-Built Survey
(Previous Lot Survey of Property May Reduce Fee)

☐ House Stakeout

☐ House Stakeout (Simple / 4 Points)
(Additional fee for more points)

☐ ALTA Survey (hourly)

☐ Lot Survey

☐ 4 WD Property
(Additional Fee)

☐ Lot Survey
(Including Average Ground Elevation)

☐ Recombo of Parcels

☐ Site Plan (hourly)

☐ Set Benchmark

☐ Locate Property Corners (hourly)

☐ Flood Zone Certification
(hourly)

☐ Roof Height Elevation
(fee may be reduced if completed with an as-built)

☐ Oceanfront Property
(Additional Fee)

☐ Other

Survey Estimate

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.

_____ _____
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**.

Michael Barr, Survey Manager
mbarr@bissellprofessionalgroup.com
Telephone: 252-261-3266 Fax: 252-261-1760