



# SILCOX, KIDWELL, & ASSOCIATES, INC.

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CERTIFICATE OF AUTHORIZATION: 8121  
FLORIDA REGISTRATION NUMBER: 52683

COMMERCIAL

RESIDENTIAL

INDUSTRIAL

## Engineering Services for Planservice Terms and Conditions (revised 2/24/06)

- Unless otherwise proposed, Silcox, Kidwell, & Associates, Inc. (SKA) is offering structural engineering services only. All plans submitted for review will be generated by Planservice and Silcox, Kidwell, & Associates, Inc. (SKA) is not responsible for dimensions, aesthetics, architectural features, or any other item not specifically related to the structural components or details of any plan or its derivative.
- Mechanical, Electrical, and Plumbing services are not included but are available upon request and shall be contracted separately or provided under standard hourly rates if no contract exists.
- Life safety and fire separation issues are not structural and are therefore not included in our standard rates. These services are available upon request.
- As part of its standard structural engineering service package SKA will perform a full truss review when the engineered truss package is available. See plans for requirement.
- Any additional paperwork, beyond the signed and sealed plans, required from the engineer of record for permitting by the municipality shall be provided upon request and billed at the standard hourly rates. Various municipalities throughout the state require items such as preliminary truss layout or strapping letters, wind speed data charts, product approval summary forms, etc. which are items beyond the standard construction documents. The completion of these forms shall be billed at the standard hourly rates. It is the client's responsibility to inform SKA of any such requirement and supply any municipality required formwork to SKA for completion. It is a more timely process if this information is supplied when the plans are ordered from Planservice. We recommend that the client check local requirements before making their order.
- All changes, re-reviews, modifications, customizations, etc. to a previously approved plan will be invoiced at the standard hourly rates. This includes new elevations, options, etc.
- All letter requests shall be invoiced at the standard hourly rates.
- All inspection requests shall be invoiced at the standard hourly rates. Includes travel time to and from the Tampa office unless originating or terminating at a nearer location.
- All hourly items such as review of changes, letter requests, inspection requests, etc. shall have a minimum billing time of 30 minutes. The billing time on items requiring longer than 30 minutes will be rounded up to the nearest quarter hour increment.
- Lost plans, letters, etc. requiring replacement by SKA shall result in an administration fee. The administration fee is invoiced at the standard hourly rates and shall have no minimum time but will be rounded up to the nearest 15 minute increment. The time accumulated for billing will include phone, research, copy, sign and seal, and packaging time.
- No prints, postage, courier, freight, or delivery is included with any service listed and shall be invoiced to the client. SKA retains the right to add a 10% surcharge to these items to cover billing and interest costs. Copies of third party invoices relating to these items are available upon request.

The above list of Terms and Conditions may be revised without notice. It is the client's responsibility to ensure that the list above is the most recent. This list shall be considered a minimum listing and additional terms and conditions may apply to any particular project. This list is intended as a guideline to help understand SKA billing practices to reduce future disputes.



SILCOX, KIDWELL, & ASSOCIATES, INC.  
FROM CONCEPTION TO COMPLETION, HANDLING ALL YOUR ENGINEERING NEEDS.