**Blueprint Estimating**

**Terms and Conditions of Service**

This letter describes the terms and conditions of your receipt and payment of Blueprint Estimating Services.

If you do not accept these terms, please notify us immediately and we will discontinue your service.

If you instead decide to receive our service, it will mean that you accept these terms and they will be legally binding.

**Payment Information**

Upon completion of Your Bid we will invoice you via email. Your invoice will reflect time spent to create your bid. We strive to be time efficient and do the best job possible.

We have a 4.5 hour minimum on every project (Base Bid over $2500.00).

We have a 3.5 hour minimum on every project (Base Bid under $2500.00).

We have a 1 hour minimum on processing addendums/RFI’s/requested changes etc.

Some Projects may require a retainer to be paid before we will start the project.

Retainer amount is to be determined for each project separately.

Retainers may not cover the entire cost of the estimate & payment for remaining balance is due in full when your project is complete and ready for pick up. Invoices are to be paid upon receipt.

We will not start a second project until payment has been received for any open invoice (previous project).

Once **payment is received** we will release your Bid Folder sending it to you via Email and be available for support, or questions/clarifications on your bid.

Normal Hourly Rate is $55.00 an hour and applies to work performed Monday through Friday normal business hours. Work performed outside normal business hours is considered overtime and requires overtime pay

(See overtime hourly rate below).

Overtime Hourly Rate is equal to one and one half normal hourly rate (time & a half)

**Payment Options**

Pay on PayPal

* PayPal securely processes payments for Blueprint Estimating Services.
* You can pay through your PayPal account.
* Or, pay with a debit or credit card as a PayPal guest.

It's Fast, Easy and Secure!

**No Extension of Credit**

We are sorry but due to a substantial loss of revenue, we do not extend credit.

**Thank You for Choosing Blueprint Estimating**

We appreciate your business! We promise to keep all your information confidential.

We take pride in all services we provide and look forward to doing business with you in the future.