

Work Order

E-MAIL THIS FORM

Requires Adobe Acrobat 7.0

Customer

Company: _____
Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Mobile Phone: _____
Fax: _____ E-Mail: _____

Contact

Name: _____ Phone: _____
E-Mail: _____

Order Information (include all available information)

Model / Job Name: _____ Elevation: _____
Customer Name: _____
County: _____
Subdivision: _____ Lot #: _____
 New Construction Plans Preliminary Revision # _____
 Revise Existing Plans Preliminary Revision # _____
 Architectural Rendering Preliminary Revision # _____

Submitted by: _____ Date: _____

You must complete this entire form and send by e-mail to the address listed below. All Plan Revisions must include a complete set of original drawings with all changes clearly shown on plan, and a typed list of changes. All New Plans must include a floor plan sketch and elevation rendering or sketch. **No orders or changes will be accepted over the phone.** Other pertinent information may be submitted by mail or fax to the address / number below.

PlanShop, LLC
11505 Roslyn Road
Fredericksburg, VA 22407
Phone: (540) 786-4221
Fax: (540) 785-7773
E-mail: mike@planshop.biz

Office Use Only

Work Order #: _____
Accepted by: _____
Date: _____
Estimated completion date: _____
Estimated fee: _____

THIS PAGE MUST BE INCLUDED WITH ALL WORK ORDERS AND CHANGE REQUESTS

You will receive Electronic PDF files of your house plan by e-mail. Paper copies or files on CD may include additional charges. AutoCad files used for the creation of your house plans remain the property of PlanShop, LLC and are not available to the customer. Construction documents are prepared to meet the building permit requirements for most Virginia counties. We do not provide structural designs or engineering associated with this plan which may be required by the county.

TERMS AND CONDITIONS

We Respect the intellectual property of others and copyright laws, and we ask our customers to do the same. If you submit any information to this company to be used to create a new house plan that could possibly be a copyright infringement, the customer shall provide a letter to the company from the copyright holder allowing modifications to the original plan. If a release letter is not provided, the customer accepts full responsibility for any copyright infringement lawsuits resulting from the creation and use of this house plan.

All house plans created by this company are protected by copyright. Unauthorized Reproduction of these house plans, including photo copies, either in whole or in part, including any form and/or the preparation of any derivative works, for any reason without prior written permission is strictly prohibited and in violation of the U.S. Copyright Act of 1976, as amended. The purchase of a set of house plans in no way transfers any copyright or other ownership interest to the customer except for a limited license to use that set of house plans for the construction of one or more dwelling units by the original purchaser only. Original purchaser shall not sell, give away or convey ownership of the license to use this product to another party.

With respect to our customers we do not publish, or advertise the resale of your final product. Your house plan will not be sold within a 50 mile radius of your geographical area, however they may be available nation wide thru our web site. Architectural renderings or representation of a house plan are considered to be public information and may be displayed on our web site. The drawings on our web site are intended to be used as design tools or ideas for new designs.

I ACCEPT THESE TERMS

I DO NOT ACCEPT THESE TERMS

PAYMENT POLICY

- **(NET 15)** Existing customers with established credit history in good standing, payment is due within 15 days of the invoice date or delivery including transmission of electronic PDF files directly to the customer.
- **(DUE ON RECEIPT)** Existing customers with poor credit history, payment is due on the invoice date or delivery including transmission of electronic PDF files directly to the customer. Late payment fees and interest may also apply.
- **(PRE-PAY)** New customers or customers with poor credit history will require a 50% down payment and the remainder due upon delivery including transmission of electronic PDF files directly to the customer. Late payment fees and interest may also apply.

Customer name

Lot # or Job name

Authorized signature

Date

Structure Type (Check only one)

- One Story Two Story One and a Half Story Split Level Detached Garage

Foundation

Type: (Check all that apply)

- Basement Crawl Space Concrete Slab
 Walk-Out Welled Walk-Out None Does not apply
 Other: _____

Walls Material: (Check only one)

- Poured Concrete Concrete Block Treated Wood
 Other: _____

Wall Height: _____

Frontage Finished Material: (Check only one)

- Brick Stone Stucco Same as Wall Material
 Other: _____

Sides and Rear Finished Material: (Check only one)

- Brick Stone Stucco Same as Wall Material
 Other: _____

Floor System (Check only one)

Lower Level: (Check only one)

- Conventional Lumber Engineered Floor Joist Concrete Slab

Upper Level: (Check only one)

- Conventional Lumber Engineered Floor Joist Does not apply

Exterior Walls

Lower Level Wall Height: (Check only one)

- 8' Ceiling 9' Ceiling
 Other: _____

Upper Level Wall Height: (Check only one)

- 8' Ceiling 9' Ceiling Does Not Apply
 Other: _____

Frontage Finish Material: (Check all that apply)

- Vinyl Siding Brick Veneer Stone Veneer Stucco
 Other: _____

Sides and Rear Finish Material: (Check all that apply)

- Vinyl Siding Brick Veneer Stone Veneer Stucco
 Other: _____

Roof Style (Check all that apply)

Gable / Pitch: _____

Hip / Pitch: _____

Front gables / Pitch: _____

Other: _____

Eave overhang: _____

Gable overhang: _____

Roof Covering: _____

Front Porch

Overall Size: _____

Stoop Size: _____

Surface Material: (Check only one)

Concrete Paving Brick Slate Flag Stone Wood

Other: _____

Face Material: (Check only one)

Brick Stone Brick Piers Wood Lattice Same as Foundation

Other: _____

Hand Rails: (Check only one)

Wood Wrought Iron None (Unless required by code) Does not apply

Other: _____

Roof Style: (If none is selected, skip the rest of this section)

Shed Hip Gable None

Other: _____

Pitch: _____

Roof Material: (Check only one)

Composition Shingles Metal Slate Cedar Shakes Does Not Apply

Other: _____

Columns: (Check only one)

6" turned post 8" round column 8" box column None

Other: _____

Wood Deck

None (Skip the rest of this section)

Overall Size: _____

Location: _____

Screened

Roof Style: (Check only one)

Shed Hip Gable None

Other: _____

Pitch: _____

Fireplaces (Check only one)

Direct Vent Vent-less Masonry Stone None

Other: _____

Width: _____

Garage

Attached Detached None (Skip the rest of this section)

Overall Size: _____

Location: (Check only one)

Front of House Left Side of House Right Side of House Rear of House

Overhead Door: (Check only one)

Front Side Rear

Size: _____

Style: _____

Service Door:

Front Side Rear None

Size: _____

Style: _____

Comments

