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LETTER OF APPOINTMENT

Nico Van der Meulen Architects cc
43 Grove Street,
Ferndale, 2194.

Tel: (+27-11) 789-5242/ Mobile: (+27) 82-410-4911
Fax: (+27-11) 781 0356

2 February 2009

SIR,

PLANS FOR NEW RESIDENCE: Stand

I herewith appoint you as architects to design the buildings as discussed subject to the following terms and conditions:
The fees payable will be R420,00 per sq. metre of the final area (all fees excl VAT).

Total fees as per brief: (including VAT) R0.00

These fees are based on the South African Council of Architects fee structure, and excludes phase 5 of the fees as set out and is based on an approximate cost of R8 000.00 per square metre.

The total amount is payable in three stages:

	Additions					
Area	0		Fee	VAT.	Total	
Sketch fee	R	140.00	R	0.00	R	0.00
Payable on approval of sketches	R	210.00	R	0.00	R	0.00
Payable before submission	R	70.00	R	0.00	R	0.00
Total	R	420.00	R	0.00	R	0.00

Total fees will be payable before any copies are given out.

In the event that I do not proceed to submission of the plans, I shall pay for the working drawings not later than the end of the calendar month during which the drawings are completed.

For the fees as set out above Nico van der Meulen Architects cc will produce:

1. A design complying with brief as set out below.
2. A full set of working drawings comprising:
Floor plans with dimensions and window codes on the floor plan.
Sections and details as required for tendering and construction.
All elevations.
Sewer and plumbing layout.
Electrical layout.
Door schedule if non-standard doors are used.
3. Tender and contract documents comprising specifications, contract and tender form.
4. Plans are to be submitted and everything necessary done to ensure approval.
5. Adjudication of tenders and appointment of the contractor.

Submission fees, consulting engineer's, land surveyor's and quantity surveyor's fees (if required) and all printing costs are to be paid by me.

If I cancel this appointment for any reason whatsoever, I shall immediately pay for work done as agreed (if any work has been done).

I shall also pay for changes I may require after approval of sketch plans and start of working drawings.

Fees for site visits/consultations and miscellaneous meetings after finalisation of plans will be:

Travel	R4,80 per kilometre local, airfare and car rentals to be paid by me.
Tariff per hour spent in meetings or on site (or pro rata for part thereof):	R1070,00 (min. 1 hour), including travel, except when air travel is required, in which case a minimum of 3 hours shall be charged for, but time spent travelling will not be charged for
Design of a swimming pool	R2 500,00
Demolition Certificate / Heritage (where required)	R3 500,00
Building line relaxations (where required)	R1 500,00 plus signatures (See below)
Site development plans	R2 500,00 per unit
Private estate approvals where required	R3 500,00, including travel
Neighbours' signatures where required	R750,00 per signature including travel

Fees for site visits or meetings are payable at end of meeting.

I herewith give you permission to use the plans, perspectives and photos of the building for promotional purposes and I shall allow you or your agents to photograph the building for such purposes when complete.

I herewith consent to the jurisdiction of the magistrate's court of Randburg and accept that South African law will be applicable in the event of any dispute between us and agree to pay costs on an attorney/client scale in the event of legal action being instituted against me for the recovery of outstanding amounts.

I choose the address as shown above as my domicilium citandi et executandi for all purposes of this agreement.

I realize that the following will be required before submission of the plans (after payment of plan fees in full):

Contour plan	Yes	Proof of sub-division	?
Engineers details	Yes	Title deed	Yes
Neighbours permission	?	Submission cheque	Yes
Full payment of plan fees	Yes		

Yours faithfully

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Account Details: Nico Van der Meulen Architects Account Number 1984 621 483
 Nedbank Randburg (Branch No 198405)
 Reg.No. CC2004/018 392/23
 VAT No 4300242221

Please fax deposit slip after all deposits (011) 781 0935

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Stand No.

Home tel:		Cellular:		Work	
Fax:		e-mail address			
Wife:		Stand address ?		Work	

Existing house preferred		Doors:	
Budget:		Double Storey:	
Size of house		Double Volume:	
Style:		Exposed Rafters:	
Exterior:		Fireplace:	
Interior:		Gas pipe to:	
Roof:		Glass Bricks:	
Pool: size? shape?		Glazed over windows	
Boundary walls: height		Herb planter	
Airconditioning		Hidden gutters	
Angular rooms		Indoor plants	
Atriums: indoor/outdoor		Open Plan	
Braai:		Planters on balconies:	
Built-in-vacuum cleaner		Stairs from garage	
Cantilevers		Skylights:	
Cavity doors		Sloping Ceilings:	
Ceiling Material:		Solar heating to pool	
Columns: Type? Round		Underfloor/ under carpet heating	
Concrete Beams		Water Features: indoor/outdoor	
Concrete niches		Windows:	
Corbels: roof /cantilevers		Windows Arched / cottage	
Curved walls/beams		Windows opening which way	

Room	Comment		Comment	No	Size	x	Size	Sq. m.
Bar Position?			Seat?	0	0	x	0	0
Bath 1	Spa-bath? free standing?			0	4	x	4	0
Bedroom 1	Step yes?		Kitchenette	0		x		0
Billiards	Size table			0		x		0
Breakfast Room	Seat		Ianai ?	0		x		0
Cloakroom				0		x		0
Coldroom				0		x		0
Dressing				0		x		0
Dining	Seat			0		x		0
Family room	Shop-fitting			0		x		0

Room	Comment		Comment		Qty	Size	x	Size	0
Flat: Rooms?					0	0	x	0	0
Freezer room					0	0	x	0	0
Garages					0		x		0
Gazebo					0	0	x	0	0
Guest Bath:	full?	wc			0		x		0
Guest Bedroom			Position g/fl		0				0
Guest Wc	With shr for pool: no				0		x		0
Guest cupb					0		x		0
Gymnasium					0	0	x	0	0
Hall Stairs?	display				0		x		0
Home Theatre					0	0	x	0	0
Indoor Pool	Size?				0	0	x	0	0
Jacuzzi	Position				0	0	x	0	0
Kid's Baths	Full? Yes				0		x		0
Kid's Bedrooms	En Suite no share				0		x		0
Kid's Study					0	0	x	0	0
Kid's Lounge	Upstairs?				0	0	x	0	0
Kid's WIC					0	1.8	x	1.5	0
Kitchen	Island		Herbplanter		0		x		0
Kitchenette					0	0	x	0	0
Lanai (barbeque)	Connected to kitchen		Closing		0		x		0
Lapa					0	0	x	0	0
Laundry					0	0	x	0	0
Library					0	0	x	0	0
Lift	Shaft only?				0	1.8	X	1.5	0
Linen Cupb					0		x		0
Lounge	open plan living?				0		x		0
Mezzanine	?				0	0	x	0	0
Music Room					0	0	x	0	0
Pantry					0		x		0
Play Room					0	0	x	0	0
Pool Dressing					0	0	x	0	0
Porte Cochere	Cars?				0		x		0
Portico					0	0	x	0	0
Prayer room					0	0	x	0	0

Room	Comment		Comment		Qty	Size	x	Size	0
Private Lounge					0	0	x	0	0
Roofed Balcony					0		x		0
Sauna					0	0	x	0	0
Scullery					0		x		0
Sewing room					0	0	x	0	0
Squash court					0	0	x	0	0
Steam room					0	0	x	0	0
Staff bathroom					0		x		0
Staff rooms					0		x		0
Staff Utility	(kitchnette small!)				0		x		0
Store					0		x		0
Studio					0		x		0
Study	O/s door?		D/s		0		x		0
Walk-in-safe	Position				0	0	x	0	0
Wind lobby					0	0	x	0	0
Wine Cellar	Bottles?				0	0	x	0	0
Workshop					0	0	x	0	0
					0	0	x	0	0
TOTAL	Excluding walls etc.								0
TOTAL	Overall(Add 25% for walls, passages, etc.)								0

Special Preferences:

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Special Dislikes:

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