

# LETTER OF APPOINTMENT

23 January 2012

## Nico van der Meulen Architects cc

43 Grove Street, Ferndale, 2194.

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Email: [nico@nicovdmeulen.com](mailto:nico@nicovdmeulen.com) Website: [www.nicovdmeulen.com](http://www.nicovdmeulen.com)

Sir,

### PLANS FOR ADDITIONS & ALTERATIONS:

I herewith appoint you to design the buildings as discussed subject to the following terms and conditions: A consultation fee of R1 800,00 (all fees are excluding VAT) plus travel at R6,50 per km. will be charged if I do not proceed with the plans. This is payable in advance, and shall be deducted from the plan fees if I proceed.

The fees payable will be R552,00 per square metre of the final area added and R504,00 for areas altered, while a minimum plan fee charge of R40 000,00 (excluding VAT) will apply.

Redrawing of the existing house shall be done for R6,00 per sq. m. and if the existing structure needs to be measured the rate for this shall be R200,00 per hour.

### Fees will be payable as follows:

Area	Alterations	Additions	Fee	VAT.	Total
Sketch fee	R 166.00	R 184.00	R	R 0.00	<b>R 0.00</b>
Payable on approval of sketches	R 252.00	R 276.00	R	R 0.00	<b>R 0.00</b>
Payable before submission	R 86.00	R 92.00	R	R 0.00	<b>R 0.00</b>
<b>Total</b>	R 504.00	R 552.00	R 0.00	R 0.00	<b>R 0.00</b>

The fees for sketches done can be increased to a maximum of 50% of the total plan fees as set out above, depending on the amount of work done on further sketches, elevations and perspectives after the first sketch, if the appointment is cancelled for any reason whatsoever after commencement of sketches.

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 in accordance with the brief 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. Adjudication of tenders and appointment of the contractor.
- 5 Plans are to be submitted by Nico van der Meulen Architects cc and Nico van der Meulen Architects cc will see to approval.

Submission fees, consulting engineers fees and copies of plans are to be paid by me.

I will also be responsible for providing you with a set of up-to-date plans consisting of: ground floor plans, elevations, sections and a site plan.

If Nico van der Meulen Architects cc find it necessary, I will instruct & remunerate a land surveyor to survey the property and draw up an accurate site plan with contours indicated.

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

<b>Travel</b>	R6,50 per kilometre local, business class airfare and car rentals to be paid by me if required.
<b>Tariff per hour spent in meetings or on site (or pro rata for part thereof):</b>	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. The hourly tariff will be adjusted yearly in accordance with the fees as set out by the SA Council for the Architectural Profession.
<b>Demolition Certificate / Heritage Council approvals (where required)</b>	R3 500,00
<b>Design of a swimming pool, water features, etc.</b>	R2 500,00 each
<b>Building line relaxations (where required)</b>	R3 000,00 plus signatures (See below)
<b>Site development plans (where required)</b>	R4 500,00
<b>Private estate approvals where required</b>	R3 500,00, including travel
<b>Neighbours' signatures where required</b>	R750,00 per signature, including travel

If I cancel this appointment for any reason whatsoever, I shall immediately pay for the sketch plans as agreed (if any work has been done) as well as any work already done on working drawings. I shall also pay for changes I may require after approval of sketch plans and start of working drawings.

I herewith give you permission to use the plans, perspectives and photos of the house for promotional purposes such as articles in magazines, television programs, books etc., and I shall allow you or your agents to photograph the house for such purposes when complete after arranging acceptable dates with you.

I herewith consent to the jurisdiction of the magistrate's court of Randburg 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	0
Engineers details	Yes	Title deed	?
Neighbours permission	?	Submission cheque	Yes
Full payment of plan fees	Yes		

Yours faithfully

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**Account Details:**

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

**Please sign this and fax, as well as all deposit slips after deposits (011) 781 0356**

Nico van der Meulen Architects cc. herewith confirms that they carry professional indemnity insurance to the amount of R2 000 000,00 (Two Million Rand) per claim.

Client :

Date 23 Jan 2012 Time

Wife :

Stand No:	Suburb: Houghton	Street Name:	3 <sup>rd</sup> Street
Business No:	Fax No	Cell No:	Home No:
Deposit received:	Date:		
Seen by:	Designed by:		
Sketch plan due:	Costed by:		
<b>Additions</b>	Area	Rate	Fee
		R552.00	R0.00
	0	R552.00	R0.00
	0	R552.00	R0.00
	0	R552.00	R0.00
	0	R552.00	R0.00
	0	R552.00	R0.00
	0	R552.00	R0.00
<b>Total Additions (incl. VAT)</b>	<b>0</b>		<b>R0.00</b>
<b>Alterations</b>			
		R504.00	R0.00
	0	R504.00	R0.00
	0	R504.00	R0.00
	0	R504.00	R0.00
	0	R504.00	R0.00
	0	R504.00	R0.00
<b>Total alterations (incl. VAT)</b>	<b>0</b>		<b>R0.00</b>
<b>+ 25 % to cover wall thicknesses, passages, etc.</b>			
<b>Total (Incl. Vat)</b>			<b>R0.00</b>
<b>33 % Deposit now required to proceed:</b>			<b>R0.00</b>

