



New Project Submission

Project : _____

Address: _____

Erf no. : _____

Practice : _____

Contact Person : _____

Contact Number: _____

Email Address: _____

Terms and Conditions

I, the undersigned, hereby accept all fees applicable to this submission as per the standard tariffs charged by Architect Assist which are available on www.architectassist.co.za.

I understand that the base fee due for this project does not included council fees (ie. Departures, scrutiny fees etc.) Services required which do not fall within the scope of the standard services and/or rider plan submissions will also be charged for separately.

A deposit is payable upon submission and this amount will be deducted off the full base fee.

The fee for amendment trips is subject to change without notice and is charged for each trip made to the project architect, client or consultant working on the project. Amendments made by Architect Assist at the request of the Architect will also be charge for accordingly.

Invoices for the balance of the outstanding fees will be issued on approval of the submission. Payment is due within 14 days of the date of invoice.

Should the project be terminated/suspended or stagnate for a period longer than 6 months, for any reason which is not attributable to Architect Assist, the undersigned will be invoiced for the full submission. If however the aforementioned project is resubmitted, Architect Assist will complete it at a reduced rate.

Signed by project architect _____
Date

Residential Plan Deposit	R 600	Cash / Transfer
Commercial Plan Deposit	R 1200	Cash / Transfer

Received by Architect Assist _____
Date