

Course: Exterior Design Institute – Exterior Wall cladding: 3rd Party & Moisture Analyst
Inspector Certification Course- Level I
Lesson: Inspection Documents & Process
Topic: 12.04 Sample Letter of Engagement
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Form Sample (have your attorney review prior to use)

LETTER OF ENGAGEMENT:

Date: xx/xx/xx

"Client" (or designated representative)
Company
Street Address
City, State, Zip

RE: Project, Location

Letter of Engagement

Dear _____ :

Your Name Inspection Services, an Exterior Design Institute Inspector, proposes to conduct _____ site inspections (minimum of 3) of the EIFS system to be installed on the above referenced project, and submit to "*client*" a written and photographic report of each inspection for a total price of \$ _____ , to be billed in increments of \$ _____ . If additional inspections are required, each will be billed at a rate of \$ _____ per inspection. Payments for services will be due 7 days from invoice payable directly to *Your Name Inspection Services*. Fees for testing are not included in inspection fees.

I have reviewed drawings and specifications (see attachment A). My function is inspector and all reports will reflect actual observations. The inspector will have absolutely no control of the actual installation, nor will the inspector be the EIFS construction manager. Implementation of any recommendations originating from the inspector is the sole responsibility of the "client", and "client" holds the inspector harmless of any liability for the EIFS performance on the above referenced project. A photocopy of inspector certification identification is attached (attachment B).

Respectfully submitted,

Inspector, EDI
Your Name Inspection Services

"Client" agrees to the terms and conditions stated in this letter including fees, and holds Your Name Inspection Services, Inspector and EDI harmless of any liability for the EIFS installation.

Signed by "Client": _____ Date: _____

"Client" Printed Name: _____

Attachment: Document review letter