



Service Order Form

Date of order: _____ Expected closing date: _____

Name of company/person responsible for billing: _____

(If ordering outside of a title company or lender, please provide phone, billing, and email address)

Billing address: _____

Phone number: _____

Email Address: _____

Contact information of who we should notify on date of service *(please ensure that there are no locked gates or dogs on the premises as we will need access to all exterior areas)*

Name: _____ Realtor Name: _____

Telephone: _____ Realtor Telephone: _____

Legal description of service location: _____

Deadline to be considered: _____

Please indicate service to be performed *(what is the purpose for the survey)*:

Improvement Location Report (ILR) *title companies, please provide title binder and any plats available*

Elevation Certificate

Boundary Survey

Claim of Exemption *(please specify below)*

Legal Description/Consultation

Find and Flag

Other *(please specify below)*

If the property or neighboring properties have been surveyed, it would be beneficial for our work to have copies of the plats and/or deeds of the land.

- Accounts are due and payable upon completion of work and become delinquent 30 days thereafter. A 1-1/2% per month or 18% per annum will be charged on past due accounts. By you or your agent's signature of acceptance of work, you agree to the terms stated on this work order. We reserve all rights of lien. Time impeded will be billed at rate of \$175 per hour (plus tax).
- Final invoice is due before release of product for all boundary work done outside of closing.

Signature: _____

Date: _____