



R-MAC ENGINEERING CO.

Consulting Engineers

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Design Production Notice

Thank you very much for choosing R-MAC Engineering Company to provide the Structural Engineering Services on your project. We have been providing these services with integrity in a timely manner for over thirty four years and we look forward to doing the same for you.

In order for that to happen, we will need information and guidance from you. As noted in our correspondence sent with your contract, we will REQUIRE receipt in our office of the following items before your project can be placed in our PRODUCTION LINE-UP.

1. A copy of the contract, signed and dated by you. **Please read it carefully.**
2. Payment of the referenced retainer fee in full.
3. A full set of Electronic/CAD file for the complete and final architecture/designer set of plans, elevations and details (not preliminary).
4. An accurate and current site specific geotechnical (soils) report for your lot.
5. A copy of the PROJECT PROFILE form, completed, signed and dated by you or your builder.

If your building site has any “unusual” characteristics, i.e. is in the flood zone, has a steep slope, borders a body of water, etc. please note and describe that on your PROJECT PROFILE form. If at all possible, include a “topo” survey or site survey, etc.

NOTICE:

Until ALL of the above referenced information/documents are received by us at R-MAC, your project will be held in our “WAITING FOR INFORMATION” file. Once this information is received by us, your project will immediately go into our PRODUCTION LINE-UP. Then and only then will the production clock start (day one of your project). We will notify you via e-mail or phone when all documentation has been received and your project is in the line-up.

Warm Regards,

Rod V. McCasland, P.E.
Owner, R-MAC Engineering Co. Inc.