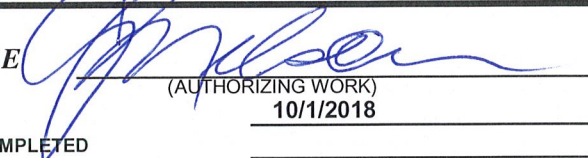


**HINCHEY & BAINES PLC**  
**WORK ORDER REQUEST AND AUTHORIZATION**

125 E. Davis Street, Suite 201  
Culpeper, VA 22701  
PHONE (540) 829-2220  
FAX (540) 829-2239

<b>WORK AUTHORIZED BY:</b> <u>George Nelson</u> (PRINT NAME)		<b>CLIENT SIGNATURE</b>  (AUTHORIZING WORK)	
<b>PROJECT NAME &amp; SECTION:</b> <u>219 WEST ASHER STREET</u>		<b>ORDER DATE</b> <u>10/1/2018</u> <b>DATE TO BE COMPLETED</b> _____	
<b>CLIENT BILLING INFORMATION:</b>			
<b>CLIENT NAME</b> <u>GEORGE R. NELSON</u>		<b>PROJECT NUMBER</b> <u>1393 . AX601</u>	
_____		<b>PURCHASE ORDER NUMBER</b> _____	
<b>ATTENTION:</b> _____		<b>CLIENT PHONE NUMBER</b> <u>508-951-0726</u>	
<b>CLIENT ADDRESS:</b> <u>5785 MOUNTAIN ROAD #7A</u>		<b>CLIENT EMAIL</b> <u>gnelson51475@gmail.com</u>	
_____		_____	
<u>STOWE</u> CITY	<u>VT</u> STATE	<u>5672</u> ZIP CODE	
<b>BILLING INFORMATION</b>			
IS THIS A CONTRACT EXTRA <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<b>CONTRACT TYPE</b>		<b>CONTRACT TYPE</b>	
<input type="checkbox"/> HOURLY	AMOUNT ENTERED	<input type="checkbox"/> PER LOT	AMOUNT
<input checked="" type="checkbox"/> FIXED FEE	IS ESTIMATE ONLY	<input type="checkbox"/> NON-BILLABLE	NUMBER
	\$ <u>\$1,600.00</u>		OF LOTS _____
AUTHORIZED BY (INHOUSE USE ONLY) _____			
<b>DESCRIBE WORK REQUESTED</b>			
<b>TASK CODE</b>	<b>DESCRIPTION</b>		
<b>GP</b>	<b>PREPARE GRADING PLAN FOR REAR ADDITION AND GARAGE TO THE EXISTING HOUSE.</b>		
	<b>A BOUNDARY AND TOPOGRAPHIC SURVEY FOR THE LOT WILL BE PERFORMED FOR THE LOT PRIOR TO</b>		
	<b>BEGINNING THE GRADING PLAN. THE PLAN WILL BE SUBMITTED TO THE TOWN OF CULPEPER FOR REVIEW</b>		
	<b>AND APPROVAL.</b>		
<b>MTH</b> _____		<b>MTH</b> _____	
<b>ORDER WRITTEN BY</b>		<b>PROJECT MGR APPROVAL (IN HOUSE USE ONLY)</b>	

**TERMS AND CONDITIONS**

CLIENT SIGNATURE INDICATES THAT CLIENT IS AWARE THAT SERVICE WILL BE PERFORMED AND BILLED AS INDICATED AND THAT A FEE WILL BE CHARGED FOR THE SERVICE PROVIDED. IN THE EVENT OF NON-PAYMENT, REASONABLE COLLECTION FEES WILL BE INCURRED IF SENT TO A COLLECTION AGENCY OR ATTORNEY FOR COLLECTION. IF THE SERVICE PROVIDED IS IN CONJUNCTION WITH AN EXISTING CONTRACT, THE WORK PROVIDED WILL BE SUBJECT TO THE SAME TERMS AND CONDITIONS AS OUTLINED IN THE ORIGINAL CONTRACT.

**A FACSIMILE OF THIS FORM WILL CONSTITUTE AS AN ORIGINAL**