

....., 20XX

[Name of Client]  
[Street Address]  
[City, State, Zip]

Gentlemen:

Engineering Services

Report on [name of project] System

Submitted herewith is our proposal for services in connection with an engineering study and report on [name of project] system.

The engineering study and report will include the following items:

1. General field examination of the system.
2. Preparation of base map showing the location and size of [major items in system].
3. Analysis of system based on current volume and estimated future growth.
4. Recommendations for general development of system including observations regarding alternate possibilities for future system development including:
  - a. System [volume].
  - b. Number and general location of [outlets].
5. Establishment of priorities for necessary work to bring system up to ultimate design condition.
6. Estimates of probable investment required for initial improvements, together with maps showing initial improvements to system.
7. Estimates of probable investment required for future improvements, together with maps showing ultimate system layout.
8. Comments on condition and practices of present system and recommendations as to improving conditions of present system.
9. Comments on generally accepted practices of [components], construction, and maintenance.
10. Comments on [type of equipment] and recommendations, with cost estimates, on necessary rehabilitation or replacement of existing gear. Recommendations to include ratings and general arrangement of major components of plan offered.

A written report will be prepared and presented in person to you. This report will summarize our findings and recommendations which will serve as the basis for determining appropriations necessary for required facilities.

The report will be presented to and discussed with you within approximately [number] days after acceptance of this proposal.

It is understood that you will make available to us all plans, records, and other pertinent information from your files which will be of assistance to us in our work and will also provide the services of a [type of employee] to assist us during the time required to make the field examination of the system.

Our fee for the services outlined above will be \$..... which will be due and payable on presentation of the report.

This letter may be made a contract on your approval by affixing the date of acceptance and the appropriate signature in the space below.

Respectfully submitted,

[typed name of engineers]

By [signature]

[typed name and designation of person signing]

Accepted this .....

day of ....., 20XX

[typed name of client]

By [signature]

[typed name and designation of person signing]