

Work Write-Up

Example Write up

* EXHIBIT 1 *

Dated:

CUSTOMER INFORMATION

NAME

ADDRESS, Dallas, TX 75216

PREPARED BY

NAME

* NOTE *

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

Customer: _____

Contractor: _____

Location: Unassigned

Doors	Quantity	Cost/Units	Total
1 - DOOR-PRE-HUNG METAL DOOR: Remove, replace/install exterior door unit complete. (70.00000)	2		

Install/Replace complete pre-hung metal unit. Door to be properly shimmed with a keyed lock, dead bolt, viewer and casing. [08-110]

DWV	Quantity	Cost/Units	Total
2 - DWV, COMPLETE SYSTEM (80.00100)	7		

15-303: Installation to include removal of entire existing DWV system; to include p-traps to bottom of sink drain. To include proper strapping to floor joist, Clean outs and the vent stacks must protrude to the exterior of the dwelling with proper new flashing. If contractor cannot remove a vent the Housing Inspector must approve the use of a mechanical vent prior to installation otherwise contractor maybe subject absorbing the cost of that opening. All wall, ceiling and roof penetrations must be properly sealed. Enter (OP) for openings. All materials and/or equipment demolished or repaired are considered salvage and belong to the General Contractor for use or disposal. Price is for each opening. [15-303]

Electrical	Quantity	Cost/Units	Total
3 - ELECTRICAL-SERVICE PANEL - 200 AMP (85.00900)	1		

16-600J: COMPLETE with green tag. (Install/Replace). Installation is to include 200 amp service panel, meter box, service mast, mast head ,etc. and sealing of all holes and penetrations such as flashing and sealant. Installation will include re-connection fee. Permit must reflex the actual work being performed such as electrical panel (service upgrade, etc.). These can be indicated under the notes section on the online application. All materials and/or equipment demolished or repaired are considered salvage and belong to the homeowner for use or disposal unless the homeowner relinquishes salvage rights to the contractor (Contractors Bid Accordingly). The contractor must remove all unwanted material and debris. [16-600J]

Faucets	Quantity	Cost/Units	Total
4 - LAVATORY FAUCET, COMPLETE UNIT (105.00100)	1		

Replace. Includes supply lines. [15-454]

			Total

Customer: _____

Contractor: _____

Customer: _____

Contractor: _____ Prepared By: N

AME on

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8/15/2022

OWNER ACCEPTS SCOPE OF WORK

I have read the contents of this work write up and received a copy. I fully understand the repairs to be made to my property.

X _____
Owner: Date

CONTRACTOR ACCEPTS SCOPE OF WORK

I have read the contents of this work write up and agree to perform all work called for in accordance with the bid submitted on _____.

X _____
Contractor Date

X _____
Construction Specialist Date