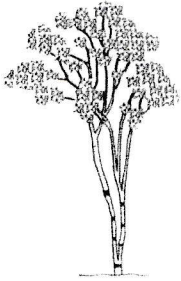


BENCHMARK ENGINEERING, INC.



CIVIL ENGINEERING
LAND SURVEYING

607 E. LAKE STREET
HARBOR SPRINGS, MICHIGAN 49740
(231) 526-2119
benchmark607@gmail.com

PRINCIPAL
JOSEPH B. O'NEILL, P.S.

PROFESSIONAL STAFF
RICHARD E. OELKE, P.S.
BRYAN R. NOLAN, P.E.
NEIL A. HOLSHOE, P.S.

WORK ORDER

DATE: February 18, 2020

CLIENT: West Traverse Township
c/o Bob Sandford, Supervisor
P.O. Box 528
Harbor Springs, Michigan 49740

As of the above date, client and **Benchmark Engineering, Inc.** (referred to as Engineer/Surveyor) for mutual consideration hereinafter set forth, agree as follows:

- A. Engineer/Surveyor agrees to perform certain consulting, design advisory, and/or surveying services for Client as follows:

Provide analysis, studies, plans and documentation for 2020 Reliability Study related to the West Traverse Township water system, to comply with requirements by MDEQ.

- B. Client agrees to pay Engineer/Surveyor as compensation for these services as stated above. Billing will be monthly, with payment due in 30 days. Our fees are based on prompt payment. If other terms are desired, such terms must be approved by us in writing before the start of our work. Billing will be as follows:

Deposit to be returned with work order	<u>\$ 0</u>
Estimated fee for work described	<u>\$10,000 *</u>

* Actual billing invoices shall be in accordance with the latest *Schedule of Fees & Charges*. The current schedule is attached.

C. Conditions:

1. Estimates are based on information available before substantial work is begun and should not be considered a firm price. Our fee will be based on the amount listed as applied to the work required, unless otherwise noted above. This proposal is void if not accepted within 60 days.
2. 1 ½ % per month service charge will be assessed on accounts over 30 days.
3. All *original* documents, drawings, computer files and survey notes are and will remain the sole property of the Engineer/Surveyor.

Please sign one copy and return with deposit check to our office, retaining the other copy for your records.


Benchmark Engineering, Inc

2/18/2020
Date

Signature of Client

Date