

# COLLABORATIVE LIGHTING, LLC

Schedule of Fees and Standard Terms as of 4th quarter 2015

<b>Services of Principal</b>	\$175 per hour
<b>Services of Staff</b>	\$75 per hour
<b>Reimbursable Expenses</b>	Normal architectural reimbursable expenses are typically not included in fee estimates and will be rebilled to the client at cost. These include, but are not limited to: travel, printing and copying, toll telephone calls, faxes, services of messengers, and supplies for mock-ups or tests.
<b>Charges for Travel Time</b>	All travel time will be billed to the client at 50 percent of the normal rates for professional time.
<b>Billing &amp; Payment Terms</b>	Our billings close roughly mid-month, and statements are sent to clients before the first of each month. Payment in full is due within 45 days from the closing date of the invoice unless otherwise noted in the proposal letter. If CL has not received a least one-half of the amount due on an invoice within ninety days from the closing date of the invoice, work on the project will be halted until payment has been received.
<b>Termination of Services</b>	Upon 2 weeks written notice, either party may terminate this contract. Unless termination is based on failure of CL to perform services as agreed, all amounts for services and expenses due as of the date of receipt of notice of termination shall be paid to CL within 30 days from the date of CL's final invoice following notice of termination. Any dispute concerning billings or cause of termination shall be resolved by arbitration.
<b>Credits</b>	In all publicity concerning the project where credits are given, <b>COLLABORATIVE LIGHTING, LLC</b> will be credited as "Lighting Consultants".



**Collaborative Lighting, LLC**  
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