



**VALLEY LOG & TIMBER, LLC.**

## **VALLEY LOG and TIMBER, LLC. TERMS and CONDITIONS**

**Valley Log and Timber, LLC. (VL&T), is not a manufacturing facility. The best companies in the industry supply all logs and timbers to you.**

- 1. All payments to VL&T are to be either by certified checks and/or money orders. No personal checks please.**
- 2. To begin the Design Process, a modest \$500.00 minimum charge is the initial cost to be entered in our system. See the "Design Services" page for Preliminary Costs. This fee must be paid to VL&T prior to creating preliminary drawings. This fee pays for the preliminary drawing set and two free updates for minor changes. Note: If the floor plans and or elevations are to be altered drastically, i.e. from Colonial Style home to a Cape Cod, the initial cost is to be re-applied.**
- 3. Once the preliminary sets of drawings are developed, the next step would be to have VL&T create any additional drawing sets, such as architectural drawings, 3-D renderings and 3-D movies. To begin this process, a 50% down payment paid to VL&T is required. Once these drawing sets are completed, they will be sent to you with an invoice for the balance of the cost of the additional drawing sets.**
- 4. The next step in the process is to determine the cost of your materials package, any additional materials and an estimated turnkey cost for your project based on your regional location. Valley Log & Timber will not be responsible and/ or liable in any way for the actual building of your project. VL&T is not a General Contractor.**
- 5. Once the cost of the log and/ or timber "Materials Package" has been determined, a 50% down payment to VL&T must be paid to be entered into the suppliers' system at which time a materials package delivery will be scheduled.**
- 6. Payment must be made to VL&T for the balance due to each supplier one week prior of the delivery ship date plus any additional freight cost(s) that are incurred by the supplier.**





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- 7. Upon the delivery of your materials package, all materials must be checked and inspected. At this time, any damaged items incurred during shipping must be noted for repair and/ or replacement. VL&T is not responsible and/ or liable for damaged goods during the unloading process. VL&T must be notified within seven days of the delivery of any damaged goods.**
- 8. Valley Log & Timbers' staff will be available for any support for the construction of your project. If any of our staff members are to visit your project, it will be the responsibility of the owner and/ or general contractor to pay any travel costs and/ or expenses incurred. Upon the departure of VL&T from your project, an invoice will be submitted at which time must be paid in full or arrangements of payment is made.**

**To begin this Design process, these Terms and Conditions must be signed below by the proper person(s) responsible for the project.**

**Project Owner:**

**Name:** \_\_\_\_\_

**Mailing Address:**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Project Address, (if different):**

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_