

Reach us at:



GEOMETRIX™
Design Empowered... GEOMETRIX Architects Pvt. Ltd.

GEOMETRIX ARCHITECTS PVT. LTD.
Architects, Planners & Design Consultants
(A Division of Kankalia & Associates)

Reg. Office :
Office No. 5, Phule Corner,
Above Hotel Panchami, Pune Satara Road,
Swargate. Pune 411 009.

T : 2444-3088, 2422-7834.
M : 97669-33355, 99704-23355, 98228-88064.

www.geometrix.co.in
info@geometrix.co.in
geometrix@aol.in

CLIENT FORM

(Please retain a photocopy and submit complete form with relevant supporting documents at our office)

PERSONAL DETAILS OF THE OWNER OF PROPERTY/POA HOLDER/BEHALF:

(Please indicate the ones to be used for communication)

- Name: _____
- Organization Name: _____
- Occupation: _____
- Office Address: _____ ☎: _____
_____ Pin Code _____
- Residence Address: : _____ ☎: _____
_____ Pin Code _____
- Mobile No.: _____
- Fax No.: _____
- E-mail Address: _____

DOCUMENTS SUBMITTED: (Please indicate if attached)

- Photocopy of 7/12 Extract.
- Photocopy of Demarcation Plan.
- Photocopy of Agreement Deed/Sale Deed.
- Sketch plan of Site at suitable scale with *north, dimensions, angles, Width of Road(s) adjoining the property, adjacent areas, artifacts etc.* mentioned clearly.
- Contour Plan of Site..... or indicate if the site is "Flat"
- Others (Specify).

SITE DETAILS:

1. Name of Project: _____
2. Site Address: _____ Pin Code _____
3. Site Area: As per 7/12 Extract _____ As per Site measurement _____
4. Width of Road(s) adjoining the Property _____
5. Designing of: _____
6. Design Category: *Economical* *Medium* *Lavish*
7. FSI Permissible: _____
8. T.D.R Permissible: _____
9. Approximate B/Up area expected: _____
10. Approximate idea about B/up area to be consumed: _____/ _____%
11. Vastu Shastra Compliance: (Yes/No)
12. Special rules pertaining to property: (Use extra supplements if required) _____
13. General Information about site and surrounding locality: (Use extra supplements if required) _____

Client sign: _____

Page 1 of 4

DESIGN REQUIREMENTS: *(Use extra supplements if required)* _____

OUR SCOPE OF WORK AND SERVICES PROVIDED:

- A] Architectural and Design Details:**..... *(Indicate if opted)*
 - Concept Framing.
 - Building Designing in RCC Framed Structure as per Rules and Client Satisfaction.
 - All floor Plans with Civil details and Interior layout.
 - Roads and Landscape Layout.
 - Parking Layout.
 - Elevations.
 - Sectional Details.
 - Presentation Drawings.

- B] Construction Documents:**..... *(Indicate if opted)*
 - Center Line Drawing.
 - Working Drawings for all floors.
 - Sectional and Elevational Details.
 - Detailed Drawings.
 - Electrical and Ceiling Layouts.
 - Toilet Details.

- C] Building Approval:**..... *(Indicate if opted)*
 - Preparing Municipal Drawings.
 - Obtain approval from statutory body.

- D] Others:** *(Indicate if opted)*
 - Periodical Site Supervision for quality control of work.
 - Co-Ordination with RCC Consultant and Other Agencies/Consultants.
 - Quantity, Specification and Tendering.
 - Issuing Certificates at stages of work.

(To be filled by Architects only)

ARCHITECTURAL CONSULTATION CHARGES:

Architectural Consultation Charges as agreed upon, Rs. _____

In words (_____)

(To be filled by Architects only)

SCHEDULE OF PAYMENTS:

1. On Finalization of Plans with interior layout/Site Layout.....(_____)
2. On Finalization of Elevations and Sectional Details.....(_____)
3. Preparing Municipal Drawings and Obtaining License.....(_____)
4. Issuing of Center Line Drawing and Plinth Checking Drawing.....(_____)
5. Issuing of Working Drawings:
 - a. All floor Plans with Doors and Windows Positions.....(_____)
 - b. Drainage and Plumbing Layout.
 - c. Electrical and Ceiling Layout.
 - d. Toilet Details.
 - e. Electrification.....(_____)

ANNEXTURE:

1. 12.24 % Service Tax Extra if applicable.
2. Services attained from other agencies, such as perspective views, models, banner printing, brochures, R.C.C. Consultation etc. would be charged as per agency bills.
3. Expenses involved in Licensing are not inclusive of Architectural consultation charges.
4. Design Options after Initial Design laid out would be charged Rs. _____/Option.
5. Fees upto the relevant complete stage and further stage of work in progress would be charged if the project is cancelled or postponed due to any reason.
6. While every effort would be made to design within the Scope of Client Requirements and the framework of the Sanctioning Authorities, the Architects cannot assume any liability for decision/duration of the Sanctioning Authorities.
7. Total No. of site visits would be _____. Every visit after that would be charged as per Rs. _____/Visit.
8. Sequence and Progress of Architectural consultation would be as per "Schedule of Payments" mentioned above.

DUTIES AND RESPONSIBILITIES OF CLIENT:

1. To read and understand carefully the terms and conditions of the format of services.
2. To fill every space in the form or mention -NA- if not applicable and return complete form with relevant supporting documents at our office.
3. To Elaborate Design Requirements.
4. All Payments are to be released in Cash/Cheque/DD in favor of Kankalia & Associates payable at Pune within seven days of receiving our invoice.
5. The design as a form of our services weather delineated or built form would be and remain an intellectual property of the Architects "Geometrix Architects Pvt. Ltd." and should not be reproduced in part or as whole without the written permission of the Principal Architect of "Geometrix Architects Pvt. Ltd."

(For Office Use only)

Project Type: *Architectural* *Planning* *Landscape* *Interior*
Client File No.:

Client sign:

Page 3 of 4

GEOMETRIX ARCHITECTS PVT. LTD.

Architects, Planners & Design Consultants

Client Form

ARCHITECT APPOINTMENT LETTER:

To,
Geometrix Architects Pvt. Ltd.
(A Division of Kankalia & Associates)
II Floor, Phule Corner,
Pune-Satara Road, Pune 411 009.

Kind Attn.: Ar. Deepankar Kankalia

Dear Sir,

With respect to terms and conditions, I am pleased to appoint you our Architect for the proposed _____ at site _____ and request you and your qualified staff/associates to kindly render your professional services and attend to the case as required.

I am enclosing a sum of _____ in cheque no. _____, dated _____, drawn on Bank _____ in favor of "Geometrix Architects Pvt. Ltd." as advance payment towards initial expenses.

I have read and understood the client declaration form carefully and agree to abide by the terms & conditions mentioned and further declare that all the particulars given in this application are true to the best of my knowledge and behalf, and I have not willfully suppressed any material fact.

Yours Sincerely,

Name of Client: _____
Date: _____
Sign: _____

Accepted as Client,
Ar. Deepankar Kankalia
Principal Architect
Sign: _____