

CONSTRUCTION PRELIENS & PAPERWORK

P.O. Box 204
CASSEL CA 95604
Jordi Grant, Owner



E-mail: jordigrant@aol.com
Phone: (530) 867-4764

CUSTOMER SERVICE AGREEMENT

This agreement between Construction Preliens & Paperwork (CP&P) and the Customer who signs below contains the terms and conditions for the preparation and service of California Preliminary Notices and other related claim notices.

1. The Customer may request the services by phone, mail, e-mail or fax. Seven day's lead time is preferred, but "rush" orders will be accepted upon request and for an additional fee.
2. The following information should accompany your request:
 - a. a description of the work/materials furnished.
 - b. the complete job name and address; parcel # if available.
 - c. complete names and mailing addresses for your customer, the property owner, the lender (if any), and the direct contractor.
 - d. the estimated cost or contract amount.
 - e. approximate dates for beginning and completing the project.
3. The information you provide must be accurate. It will not be verified by Construction Preliens & Paperwork unless you ask for this service at the time of your request. Information gathered by Construction Preliens & Paperwork may be deemed reliable but not guaranteed.
4. The Customer agrees to hold Construction Preliens & Paperwork, its owners, officers, agents and employees harmless from all claims resulting from any damage, loss, or injury, of any nature whatsoever, including special or consequential damages, including attorney's fees, by, resulting from, or in any way connected with the preparation, service, and/or recording of preliminary notices, related claim forms, or other services rendered.
5. CONSTRUCTION PRELIENS & PAPERWORK IS NOT ENGAGED IN PROVIDING LEGAL ADVICE, ACCOUNTING ADVICE, OR OTHER PROFESSIONAL ADVICE, and suggests you seek the assistance of a professional for such services.
6. The Customer, by signing below, appoints Construction Preliens & Paperwork its agent to sign its Preliminary Notices and related claim notices and declarations of service.
7. Copies of all completed documents will be provided the Customer on a weekly basis. Return Receipt cards will be maintained in a file and available to you upon request.
8. Payment will be due upon receipt of a monthly statement from CP&P. A service charge of 1.5% will be incurred by the Customer on any amount outstanding after 30 days (minimum \$5.00).

Company: _____ By: _____
please print name

Address: _____ Signature: _____

_____ Date: _____

Telephone: _____ Fax: _____

E-Mail: _____ Contractors License # _____

☐ **CLCA Member**

Current CLCA Password: _____

CLCA Members Receive 5% Discount!

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PRICE LIST

Preliminary Notice:

PRICE PER EACH, BASED ON MONTHLY VOLUME:

1 - 5	\$61.50
6 - 10	\$60.50
11 & Over	\$59.50

Prices are for California projects where your estimated job value is \$100,000 or less.

Other states and above \$100K are \$71.50 plus \$10.00 each per \$100K.

There will be a \$100 Surcharge on projects above \$1,000,000.00.

Price includes preparation & certified mail with a return receipt for each addressee. Three certified envelopes are included in the price – additional ones are charged at \$19.00 each.

Progress & Final Releases: \$20.00

RUSH Service when available: \$15.00

Cover letter to property owner when applicable: \$10.00
(Tactfully Explains Preliminary Notice to Residential Home Owner)

Extra Phone Work Gathering Information for P/L: \$5-10.00

Mechanic's Lien: (Includes preparation and Certified Mail delivery to the County Recorder's Office.)	plus recording fee AND \$75 Building Homes & Jobs Act Fee	\$190.00
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Design Professional's Lien: (Includes preparation and Certified Mail delivery to the County Recorder's Office.)	plus recording fee AND \$75 Building Homes & Jobs Act Fee	\$210.00
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Lien Release (Prepared and ready for you to sign in front of a notary and send to County Recorder's Office.)	\$ 40.00
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Stop Notice:	\$190.00
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Bond Filing:	\$190.00
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Consultation: (Per hour via Internet.)	\$ 60.00
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PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

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PRELIMINARY NOTICE REQUEST FORM

TO: CONSTRUCTION PRELIENS & PAPERWORK

PHONE: (530) 867-4764
jordigrant@aol.com

FROM: _____ / _____
YOUR COMPANY YOUR NAME

PHONE: _____ FAX: _____ DATE: _____

E-MAIL: _____

1. Allow 7 days after date of receipt at CP&P for Preliminary Notice preparation.
2. Services Desired: ☐ Preliminary Notice ☐ RUSH Service if Possible (\$15.00 Additional Charge)
3. Provide all of the following information you have available.
4. If you have a Preliminary Notice Information sheet provided by the Direct Contractor, please attach it.

Your Customer (Contract is With) the ☐ Subcontractor
☐ Property Owner ☐ Direct Contractor ☐ Other

Address: _____

Job Name: _____

Job Number: _____

Address: _____

County: _____

Your Work Order / Job # / Purchase Order #: _____

Description of Work: _____ Estimated job cost: _____

On this project YOUR COMPANY is a: ☐ Subcontractor ☐ Material Supply Only ☐ Direct/Prime Contractor

Job start date: _____ Estimated completion date: _____

☐ Private Works OR ☐ Public Works Parcel # _____

PLEASE INDICATE "N/A" WHEN APPROPRIATE:

Property Owner: _____

Address: _____

Leasehold Owner (when present): _____

Address: _____

Prime / Original Contractor _____

Address: _____

Lender or Surety: _____

Address: _____

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MECHANIC'S LIEN REQUEST FORM

TO: CONSTRUCTION PRELIENS & PAPERWORK

PHONE: (530) 867-4764
jordigrant@aol.com

FROM: _____ / _____
YOUR COMPANY YOUR NAME

PHONE: _____ **FAX:** _____ **DATE:** _____

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1. Allow 7 days after date of receipt for service.
 2. Service Desired: ☐ File Mechanic's Lien ☐ RUSH Service if Possible (\$15.00 Additional Charge)
 3. Mechanic's Liens are prepared by Construction Preliens & Paperwork and sent certified mail to the appropriate county recorder. Please consider this as you MUST comply with the time frames for filing.
 4. If Construction Preliens & Paperwork prepared the 20-Day Preliminary Notice for this job, check here _____.
 5. **IF YOU OR SOMEONE ELSE PREPARED THE PRELIMINARY NOTICE, PLEASE ATTACH A COPY OF SAME TO THIS REQUEST. IF YOU WORKED FOR THE OWNER, PLEASE FILL OUT AND RETURN THE PROJECT INFORMATION FORM BELOW.**

JOB NAME: _____ **COUNTY:** _____

JOB ADDRESS: _____

FOR MECHANIC'S LIEN ONLY:

EXACT DOLLAR AMOUNT DUE ON THIS JOB: \$ _____

BALANCE DUE DATE: _____

Interest can be charged on the above amount from the *balance due date*.

_____ Per my contract, I can charge interest at the rate of _____% per annum on past due amounts.

_____ No percentage rate is specified on my contract, therefore charge 10% per annum.

_____ Do not charge interest on the amount due.

_____ / _____
YOUR SIGNATURE TITLE

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PROJECT INFORMATION FORM

TO: CONSTRUCTION PRELIENS & PAPERWORK

PHONE: (530) 867-4764
jordigrant@aol.com

FROM: _____ / _____
YOUR COMPANY YOUR NAME

PHONE: _____ FAX: _____ DATE: _____

E-MAIL: _____

1. Provide all of the following information you have available.
2. If you have a Preliminary Notice Information sheet provided by the Direct Contractor, please attach it.

Your Customer (Contract is With) the ☐ Subcontractor
☐ Property Owner ☐ Direct Contractor ☐ Other

Job Name: _____

Job Number: _____

Address: _____

Address: _____

County: _____

Your Work Order / Job # / Purchase Order #: _____

Material furnished: _____ Estimated job cost: _____

On this project YOUR COMPANY is a: ☐ Subcontractor ☐ Material Supply Only ☐ Direct/Prime Contractor

Job start date: _____ Estimated completion date: _____

☐ Private Works OR ☐ Public Works Parcel _____

PLEASE INDICATE "N/A" WHEN APPROPRIATE:

Property Owner: _____

Address: _____

Leasehold Owner (when present): _____

Address:

Prime / Original Contractor _____

Address:

Lender or Surety: _____

Address:

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STOP NOTICE REQUEST FORM

TO: CONSTRUCTION PRELIENS & PAPERWORK

PHONE: (530) 867-4764
jordigrant@aol.com

FROM: _____ / _____
YOUR COMPANY YOUR NAME

PHONE: _____ **FAX:** _____ **DATE:** _____

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1. Allow 7 days after date of receipt for service. ☐ RUSH Service if Possible (\$15.00 Additional Charge)
 2. Please circle one: Project is a Public Work / Private Work
 3. Service Desired: Issue Stop Notice _____ File Against Payment Bond _____
 4. Stop Notices are prepared by Construction Preliens & Paperwork and sent certified mail to the appropriate entity. Please consider this as you MUST comply with the time frames for filing.
 5. If Construction Preliens & Paperwork prepared the 20-Day Preliminary Notice for this job, check here _____.
 6. **IF YOU OR SOMEONE ELSE PREPARED THE PRELIMINARY NOTICE, PLEASE ATTACH A COPY OF SAME TO THIS REQUEST.**
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JOB
NAME _____ COUNTY: _____

JOB
ADDRESS: _____

FOR STOP NOTICE:

For your work on the project - Start Date: _____ **Finish Date:** _____

TOTAL VALUE FURNISHED BY YOU ON THIS JOB: \$ _____
PAYMENTS RECEIVED: \$ _____
EXACT DOLLAR AMOUNT DUE ON THIS JOB: \$ _____

BALANCE DUE DATE: _____

_____ Per my contract, I can charge interest at the rate of _____% per annum on past due amounts.
_____ No percentage rate is specified on my contract, therefore charge 10% per annum.
_____ Do not charge interest on the amount due.

FOR BOND CLAIM: PROVIDE THE ABOVE INFORMATION PLUS THE BOND COMPANY NAME AND ADDRESS AND BOND NUMBER.

YOUR SIGNATURE

TITLE

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