Brock University
Facilities Management
Standing Offer Agreement - Quartek Group Inc.

Monthly Project Summary

Month/Year:
Date Issued:
Invoice #
Quartek Project Number:

PD: Per Diem
UL: Upset Limit
FF: Fixed Fee

COS - Change of Scope this period. See other Correspondence
SFD - See Further Detail of Invoice Breakdown (hours/staff)
POS - Up to and Including Preliminary Design Services this Period (% complete)
DOS - Up to and including Design Development Services (% complete)
CDS - Up to and including Construction Decumentation Services (% complete)
TPS - Up to and Including Tender Procurement Services (% complete)
CAS - Up to and Including Construction Administration Services (% complete)
SOS - Study Only Services to date
CES - Cost Estimation Services

Item	BU Project Number	BU Work Request Number	Project Name	QGI PM	Fee Basis	Base Fee (if applic.)	Total Fees Invoiced to Date	Previous Fees Invoiced	Fees Due this Period	Expenses this Period	Amount Due this Period	BU PM	BU Approval	Notes
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Amount Due	$	-
GST	$	-
Total Amount Due this Period	**$**	**-**

Rev. Oct/09