



Entrepreneur Architect

Date

Name

Address

City, State Zip

RE: Fixture and Finish Selection Forms - Category Name

Dear Name:

Enclosed you will find a binder with a complete set of *Fixture and Finish Selection Forms* documenting the category name proposed for your project. The first section of the binder includes a total cost estimate for your reference.

Please review the duplicate set of forms in the enclosed envelope, sign and date the form for each approved item and return the complete set of forms (including any items not approved) to the Architect for processing.

We will then send you an invoice for all approved items. With receipt of payment, the purchase of approved items will be ordered and delivery will be coordinated.

Please note that items purchased through the office of the Architect, such as plumbing fixtures, tile, decorative lighting, etc., are coordinated as categories and may be forwarded to you for approval in separate packages.

If you have any questions, comments or concerns please call us at the studio.

Best Regards,

Name

Title

Firm Name

Principal's Full Name
Address, City, State Zipcode

Telephone: (555) 555-5555

www.firmwebsite.com

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