



Entrepreneur Architect

Entrepreneur Architect | Foundations

Business Forms and Checklists

A Series: Business Administration

A001 Employee Contact Information.dotx 95 KB

A002 Letterhead.dotx 138 KB

A003 Fax Memo.dotx 160 KB

A004 Fax Transmittal.dotx 164 KB

A005 Letter of Transmittal.dotx 164 KB

A006 Memorandum.dotx 156 KB

A007 Plot Log.xltx 10 KB

B Series: Project Organizer Binder

B001 Organizer Cover.dotx 67 KB

B002 Organizer Checklist.dotx 216 KB

B003 Project Organizer Submittal Form.dotx 43 KB

B004 Pre-Design Client Questionnaire.dotx 43 KB

B005 Owner Furnished Documentation Checklist.dotx 185 KB

B006 Programming Checklist.dotx 74 KB

B007 Project Checklist.xltx 81 KB

B008 Zoning Analysis.dotx 172 KB

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C Series: Construction Management

- C001 Construction Estimate Template.xlt 106 KB
- C002 Design Phase Cost Estimate Calculator.xltx 12 KB
- C003 Contractor Source List.xltx 48 KB
- C004 Invitation to Bid.dotx 191 KB
- C005 Bid Analysis.xltx 36 KB
- C006 Meeting Minutes.dotx 160 KB

S Series: Sales

- S001 Initial Contact Information.dotx 173 KB
- S002 Client Information - Residential.dotx 107 KB
- S003 Client Information - Commercial.dotx 100 KB

D Series: Design Development

- D001 Design Phase Cost Estimate Calculator.xltx 12 KB
- D002 Shopping List - Kitchen Plumbing.dotx 453 KB
- D003 Shopping List - Kitchen Finishes.dotx 280 KB
- D004 Shopping List - Kitchen Appliances.dotx 468 KB
- D005 Shopping List - Bathroom Plumbing.dotx 465 KB
- D006 Shopping List - Bathroom Finishes.dotx 283 KB
- D007 Shopping List - Bathroom Accessories.dotx 281 KB
- D008 Suppliers - Plumbing.dotx 437 KB
- D009 Suppliers - Finishes.dotx 437 KB

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P Series: Project Management

- P001 Program Statement.dotx 76 KB
- P002 Pre-Design Client Questionnaire.dotx 43 KB
- P003 Existing Conditions Survey.dotx 93 KB
- P004 Zoning Analysis Checklist.dotx 175 KB
- P005 Code Analysis Checklist.dotx 102 KB
- P006 Site Evaluation Checklist.dotx 104 KB
- P007 Building Department Information Request.dotx 74 KB
- P008 Meeting Minutes.dotx 62 KB
- P009 Authorization to Proceed for Architecture Services.dotx 93 KB
- P010 Authorization to Proceed for Additional Services.dotx 104 KB
- P011 Design Change Order.dotx 162 KB
- P012 Design Development Checklist.dotx 31 KB
- P013 Fixture and Finish Form.dotx 272 KB
- P014 Fixture Finish Approval Letter.dotx 97 KB
- P015 Invitation to Bid Letter.dotx 98 KB
- P016 Field Report.dotx 65 KB
- P017 Punchlist.dotx 65 KB
- P018 Master List.xltx 63 KB
- P019 Fixture Finishes Budget Calculator.xltx 54 KB
- P020 Finish Schedule.xltx 22 KB
- P021 Door Schedule.xltx 53 KB
- P022 Bid Analysis.xltx 36 KB

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