

PRIOR AUTHORIZATION AGREEMENT FOR WORK

Date: _____

Service Provider:

Outstanding Unlimited
PO Box 274
Galena, MD 21635
410-275-1200

Client / Customer:

Name: _____
Company (if applicable): _____
Address: _____
Phone/Email: _____

1. Description of Authorized Work

The Client authorizes the Service Provider to perform the following work:

2. Estimated Cost

The estimated cost for the work described above is:

\$ _____

This estimate is based on the currently known scope of work. Any additional work not listed above may require additional authorization.

See below for terms of estimate:

Agreement for Additional Costs

The customer acknowledges that the above estimate is based on the known scope of work at the time the estimate was prepared. During the course of the project, unforeseen conditions, additional labor, materials, or changes to the scope of work may be required.

By signing this agreement, the customer authorizes the contractor to proceed with the completion of the project even if the final cost exceeds the original estimate by more than \$1,500, when such additional work is reasonably necessary to complete the project properly.

The customer agrees that:

1. The contractor may continue work required to complete the project if the total cost exceeds the original estimate by more than \$1,500.
2. Any additional work required to complete the project will be billed at the contractor's standard rates for labor and materials.
3. The contractor will make reasonable efforts to notify the customer of significant additional costs when possible.
4. The customer agrees to pay the final invoice upon completion according to the contractor's payment terms.

3. Additional Work Authorization

If additional work becomes necessary or is requested by the Client after the initial estimate has been approved, the Service Provider will notify the Client of the additional work and associated cost.

If the Client **requests additional work** or **circumstances require additional work to complete the project**, the Service Provider will attempt to contact the Client for approval.

If the Client does not respond within thirty (30) minutes after notification, the Client agrees that the Service Provider is **authorized to proceed with the additional work** necessary to continue or complete the project. Any such work will be billed to the Client at the agreed rate or reasonable market rate.

Select preferred communication option:

<input type="checkbox"/> Phone call (____)_____	<input type="checkbox"/> Email _____
<input type="checkbox"/> Text message	

4. Payment Terms

Payment shall be made as follows:

- Full payment upon completion
- Deposit of \$_____ required before work begins
- Progress payments as follows: _____
- Other terms: _____

Accepted payment methods:

- ACH transfer through Quickbooks link *No Fee*
- Debit/ Credit Card payment through Quickbooks link *4% Fee : Visa, Mastercard, Discover*
- Paypal / Venmo through Quickbooks link *4% Fee*

5. Timeframe

Estimated start date: _____

Estimated completion date: _____

Completion time may vary due to unforeseen conditions, material availability, or circumstances beyond the Service Provider's control. Do NOT make plans for a boat under repair.

6. Liability and Conditions

The Service Provider will perform the work in a professional manner consistent with industry standards. The Client acknowledges that unforeseen conditions may require adjustments to the scope, cost, or timeline.

7. Authorization

By signing / typing name below, the Client authorizes the Service Provider to proceed with the work described in this agreement under the terms stated above.