

Vinje's HVAC Duct Design Consultation Agreement

1. Duct Design Services Provided

Vinje's agrees to provide HVAC duct design consultation services, including but not limited to:

- Preparing calculations related to the HVAC duct design.
- Designing and planning the layout and specifications for the HVAC duct system.
- Providing recommendations on materials, components, and equipment necessary for installation.
- Offering guidance on system optimization, energy efficiency, and regulatory compliance.
- Answering related questions the client may have regarding the HVAC duct design.

2. Fees and Payment

- The customer agrees to pay the design deposit fee for the services outlined above before design work begins. The payment schedule is as follows:
 - \$150 for single level forced air.
 - \$100 per additional floor.
- Additional virtual site consultation is available for \$150 per hour.
- Design deposit fee is applied to complete fulfilled equipment order.

3. Client Responsibilities

The Client agrees to:

- ☑ Supply a simple floor plan for each floor of the house.
- ☑ Write the square footage of each room on the floor plan.
 - *To calculate the square footage, multiply length x width. A 12'x10' room = 120 square feet*
- ☑ If you have specific needs for register locations, mark the desired location of each register.
 - *Supply registers are located toward the outside walls of the house, under or over windows.*
 - *The return(s) are located towards the middle of the house.*
- ☑ Indicate the location and position of the furnace on your floor plan.
- ☑ Note where the duct system will be located: Attic, basement, or crawlspace.
- ☑ Specify desired duct type: Rigid rectangular, rigid round, or insulated flex duct.
- ☑ On each floor plan, make a note of the size and direction of the joists.
- ☑ Completely fill out the, "Equipment Sizing Worksheet" Available in our store or on the web at www.vinjeandson.com
- ☑ If you have existing heating or cooling equipment, provide the full model and serial numbers of that equipment as well as the physical dimensions of the furnace, air handler, and/or coil.

Vinje's HVAC Duct Design Consultation Agreement (Continued)

4. Confidentiality

Vinje's agrees to keep all information provided by the Client confidential and will not disclose any proprietary or sensitive information to third parties without prior written consent from the Client, except as required by law.

5. Indemnification

Vinje's agrees to indemnify and hold harmless the Client from any claims, damages, or losses arising out of Vinje's negligence or willful misconduct in connection with the design and consultation services provided under this agreement.

The Client agrees to indemnify and hold harmless Vinje's from any claims, damages, or losses arising out of:

- The Client's failure to provide sufficient information for sizing and design.
- The Client's failure to comply with the design recommendations or instructions provided by Vinje's.

6. Limitation of Liability

Vinje's liability for any claims arising out of this Agreement shall be limited to the total fees paid by the Client for the services rendered under this Agreement. Vinje's shall not be liable for any indirect, incidental, or consequential damages.

7. Miscellaneous

- This Agreement constitutes the entire understanding between the Parties and supersedes all prior agreements or understandings, whether written or oral.
- Any amendments or modifications to this Agreement must be made in writing and signed by both Parties.
- This Agreement shall be governed by the laws of the State of Oregon.
- Notify Vinje's promptly if any changes to the scope of work or timeline are needed. Failure to do so could result in an addition design fee. Once this agreement has been submitted, the client is giving permission to begin.

8. Signatures

By signing below, the Client acknowledge that they have read, understood, and agree to the terms and conditions outlined in this Agreement.

Name: _____ Phone: _____

Signature: _____ Date: _____