

# TAMPA ROOFING COMPANY

1700 EAST ELLICOTT STREET  
TAMPA, FLORIDA 33610

Telephone (813) 238-6436  
Fax (813) 237-1868

Date: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAX# \_\_\_\_\_  
Phone# \_\_\_\_\_

RE: \_\_\_\_\_

We have been contacted to perform repairs at your request. However, to authorize us to perform your repairs, we must have this form signed by an authorized person responsible for paying for our services.

These repairs will be performed on a cost plus basis of \$75.00 per hour, portal to portal (from our location to yours, round trip), for one man and equipment. There will be a diagnostic charge of \$250.00 to begin repairing your roof. If we discover that the repair will be extensive, we will advise what needs to be done and make a temporary repair to keep the site dry and advise you what additional work is needed. Usually a two-man crew is sent out which would indicate \$150.00 per hour. Also, add the cost of materials plus a 20% markup on materials. When possible, pictures of conditions found with the roof will be provided before the repair is made and after it has been completed, and we will make a drawing and give you a written proposal for a roof replacement. *Unless Tampa Roofing Company, Inc. installed the original roofing system, repair work cannot be guaranteed.*

Repair work is performed on an "as needed" basis and we accept verbal requests. However, this procedure does not provide us with a contract. Therefore, we will place this standing order in our file until notified by you of cancellation of authorization.

In the event that an account is not paid on a timely basis and collection efforts are required, you agree to pay all court costs, attorney's fees, and other out of pocket expenses incurred by **TAMPA ROOFING COMPANY, INC.** Also, agreed to pay is a 1-1/2 percent per month interest on all past due amounts (not to exceed the legal limit). If you should choose not to agree to these terms, please let us know. However, it will be necessary to have this form signed before any repairs are performed. An invoice will be sent to you after the repairs have been completed.

\*NOTE: On non-residential work, if Tampa Roofing isn't paid within 30 days of completion of work, we will send a NOTICE TO OWNER for a cost of \$100.00 in addition to interest.

Thank you for the opportunity of being of service to you.

Sincerely,  
**TAMPA ROOFING CO., INC.**  
Keith M. Swope  
President

Accepted by: Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_

**PLEASE SIGN AND EITHER FAX BACK OR RETURN BY eMAIL IN ORDER TO HAVE THE WORK SCHEDULED.**