



CLIENT REQUEST FOR PROFESSIONAL SERVICES

This form allows you a scheduled (1 hour) introductory meeting and evaluation at your location with and Environmental Landscape Associates, Inc representative. (There is no charge for this meeting)

Date of Request: _____ Name of ELA Representative: _____

Client Name: _____

Physical Address of Site: _____

Township or Borough of Site: _____

Mailing Address (if different from Site): _____

Home Phone: _____ Home Fax Number: _____

Work Phone: _____ Alternate Work Phone: _____

Mobile Phone: _____ Alternate Mobile Phone: _____

Fax Number: _____ Alternate Fax Number: _____

CLIENT RESPONSIBILITIES TO PROVIDE AT INITIAL CONSULTATION MEETING:

1. Fill out this form diligently
2. Copy of lot plan and/or topographical survey
3. Blueprints of house and/or any previous landscape plans of house.
4. Any pictures of items or elements that appeal to you or don't appeal to you

ELA RESPONSIBILITIES:

1. Listen to client's concerns, goals, intentions
2. Diagnose the constraints
3. Prescribe options and possibilities
4. Summarize the scope of work and provide a design agreement

VALUE WE OFFER YOU:

We at ELA are here to educate and facilitate our client's decision-making process. You are in control of the spending process

- We are professional consultants – not salespeople
- We will help you build value in your property, not sell you items, that serve no purpose (Answer why? To each element)
- Properly planned outdoor living spaces are the natural extension of architecture, not haphazard creations. This will increase the value of your property.
- Whatever we do for you will be appropriate, we will not let you make a mistake!

Briefly describe the type of work and area of property work is to be performed:

What is your investment budget range \$ _____ (this is very important although it may be awkward)

Key elements to consider. (Circle any of the items listed below which you may desire)

- | | | | |
|---|--|---|---|
| <p>1. <u>Structures</u>
 Gazebos
 Arbor/Gate
 Trellis</p> | <p>Garden Shed
 Cabana (Pool Area)
 Greenhouse/Bridges</p> | <p>8. <u>Fencing</u>
 Wood
 PVC</p> | <p>Metal/Iron
 Deer/Netting</p> |
| <p>2. <u>Aquatic Features</u>
 Swimming Pool
 Earth Pond
 Stream/Waterfall</p> | <p>Ornamental Pool
 Fountain
 Spa/Hot Tub</p> | <p>9. <u>Theme Gardens (Specialty Areas)</u>
 Formal
 Shade
 Perennial
 Woodland
 Meadow</p> | <p>Vegetable
 Cutting
 Herb
 Butterfly
 Naturalistic</p> <p>Private/Secret
 Bird (Feeder & Houses)
 Rose
 Fragrance</p> |
| <p>3. <u>Site Furnishings</u>
 Sculpture Feature
 Benches
 Tables</p> | <p>Hammock
 Chairs
 Grill (Built-in or Portable)</p> | <p>10. <u>Child Play Areas</u>
 Swing-Set
 Sandbox</p> | <p>Rope Swing
 Boulder/Rock Structures</p> |
| <p>4. <u>Storage Areas</u>
 Tool Shed
 Recycling/Compost
 Camper/Vehicle</p> | <p>Garbage/Firewood
 Boat/Wave Runner/Jet Ski</p> | <p>11. <u>Outdoor Entertaining</u> (how often)
 Weekly
 Monthly</p> | <p>Holidays
 Rarely
 Avg # of people _____</p> |
| <p>5. <u>Landscape Services</u>
 Lighting</p> | <p>Irrigation</p> | <p>12. <u>Problem Areas</u> (do you have any)
 Wet Areas
 Drainage</p> | <p>Dry Areas
 Undesirable Views</p> |
| <p>6. <u>Hardscape Features</u>
 Walkways
 Walls</p> | <p>Terraces
 Steps</p> | <p>13. <u>Problem Pests</u> (do you have any)
 Deer
 Groundhogs</p> | <p>Geese
 Rabbits</p> |
| <p>7. <u>Recreation (Sports)</u>
 Tennis Court
 Basketball Court</p> | <p>Horseshoe Pit
 Volleyball/Badminton Court</p> | <p>14. <u>Pets</u> (present and future)
 Dog(s)
 Cat(s)</p> | <p>Horse(s)</p> |

* There is no commitment by filling out this form. Your commitment begins when you sign our design agreement and pay your deposit.