



EXHIBIT A
Terms and Conditions

SCOPE OF WORK

ITouch Roofing LLC. (hence forth known as "ITouch") will furnish and install all labor, materials and equipment where applicable and perform all of the work as noted on the attached proposal or shown on the drawings and/or described in the specifications attached for the home owner, business owner, property manager, real estate agent, insurance agent, etc. (hence forth known as the "Owner") at the specified location.

DATE OF COMMENCEMENT AND COMPLETION

The work to be performed under this contract shall begin only when all home-owner provided items have been purchased and delivered but no later than four (4) business weeks from the date that ITouch receives a signed contract and required deposits from the Owner. The work as noted in the original proposal is expected to be complete within 3 – 5 weeks from the date of commencement. This completion is subject to change due to delays in Owner provided items late arrival, changes or modifications in the scope of work, inclement weather and/or any unforeseen events. ITouch shall not be liable for any delays due to circumstances beyond its control including but not limited to labor strikes, casualty or general unavailability of materials and/or services.

GENERAL PROVISIONS

- All work shall be completed in a workmanlike manner and in compliance with all building codes and according to standard construction and remodeling practices.
- ITouch and any and all subcontractors agree to remove all debris caused during the construction process by ITouch and any applicable subcontractors and leave the premises in a "broom clean" condition.
- In the event an Owner fails to make any periodic or installment payments due hereunder, ITouch reserves the right to cease work without breach of contract pending payment or resolution of any dispute with Owner.
- In the event of a dispute requiring negotiation, mediation, arbitration and/or litigation, the Owner is responsible for paying all legal fees and/or court processing fees.
- Any delay caused by events beyond the control of ITouch shall not constitute abandonment and shall not be included in calculating time frames for payment or performance.
- ITouch shall not vacate the jobsite for a period of more than 5 consecutive days. During the duration of the project, ITouch may relocate crews to other existing jobs. This shall not constitute abandonment of the project.
- ITouch provides a warranty for all work completed in the defined scope of work for a period of twelve (12) months following the completion of the work. For more information on warranties, please read the defined warranty section.
- ITouch will not be responsible for the pick-up and/or delivery of any Owner provided items unless otherwise indicated. At the request of the Owner, ITouch may offer delivery of such items at a minimum delivery charge of \$75.00 per delivery.
- ITouch is not responsible for defects, omissions or delays in any Owner provided items.
- All Owner-provided items are to be fully coordinated, delivered, and paid by in full by the owner before ITouch can install Owner-provided items.
- ITouch reserves the right to apply a 25% mark-up on any contractor assisted purchases under the terms of the proposal and any applicable change orders.
- Where applicable, the owner must provide either the minimum number of parking passes or parking spaces for ITouches' and any subcontractors' vehicles. Failure to do so may result in a delay in the work.

ITouch Contractors Project Supervisor

Date

ITouch Roofing LLC.
10361 Balls Ford Rd .
Manassas, VA 20109.

PUNCH LIST ITEMS

At the time the final payment is due, the Owner may withhold an amount equal to but not to exceed ten percent (10%) of the remaining balance due. During the procurement of the punch list, the owner can provide ITouch one (1) list of punch out items that need to be corrected. Any defects, which appear after this punch list has been prepared, shall be corrected as part of the ordinary one (1) year warranty work. Warranty work can commence only after all retain age payments have been made in full. The owner may not withhold final payment once the original punch list items have been deemed corrected.

CHANGE ORDERS

Any modifications to this contract, which increases (decreases) the cost, materials and/or scope of work to be performed or the estimated completion date is to be increased (decreased) will be handled as a change order. All terms and provisions that are stipulated in this contract shall also govern the change order(s.) A minimum deposit of 50% of the change order amount shall be due upon the signing of the contract. The remaining 50% of the change order amount shall be due upon the next payment cycle.

WARRANTIES

ITouch Roofing LLC. Will provide the home owner with a one (1) year full warranty on all installations only. Installations include all electrical, plumbing, mechanical and finished works. The one (1) year full warranty period begins from the date that final payment has been received and all punch list items have been completed. (For more information on punch list items, please see the specified punch list section.) Any defect to be determined to be caused by an Owner-purchased item or product during or after the one (1) year installation warranty with ITouch shall be handled through the manufacturer’s product warranty. ITouch is not responsible for any manufacturer’s warranty. Extended home warranties for appliances and systems can be purchased through recommended third parties.

CANCELLATION

This contract is cancelable within three (3) business days from the date of signature if done in writing and forwarded by certified mail. In the event of a cancellation, ITouch is entitled to full payment for all items purchased for construction after contract has been signed.

ACCEPTANCE

To authorize work, sign below and return the signed original to ITouch at the address noted below. By signing this Exhibit A, the owner agrees to the description, terms, prices, specifications and conditions as specified in this contract. ITouch is authorized to do the work as specified. Payments will be made as outlined. Owner agrees to pay all collection cost including reasonable attorney fees, in the event of nonpayment.

		Proposal #:
Signature	Date	
Signature	Date	

ITouch Contractors Project Supervisor Date

ITouch Roofing LLC.
10361 Balls Ford Rd .
Manassas, VA 20109.