

The Industrial Development Authority
of Russell County, Virginia
Agenda Packet
Thursday, March 9, 2017
Bonanza Family Restaurant
5:30 P.M.

Virginia Code

Closed Sessions 2.2-3711

- 1. Personnel**
- 3. Acquisition/Sale of Property**
- 4. Privacy of Individuals**
- 5. Prospective Unannounced Business**
- 7. Legal**



IDA Russell County, VA

Industrial Development Authority of
Russell County, Virginia

March 9, 2017

AGENDA

The Industrial Development Authority of Russell County Virginia will hold its regular monthly meeting on March 9, 2017 at Bonanza Family Restaurant Main Street, Lebanon, Virginia, and beginning at 5:30 PM.

- 1. Call to Order**
- 2. Roll Call**
- 3. Welcome Guests**
- 4. Approval of Minutes**
- 5. Approval of Financial and Treasurer's Report**
- 6. Guest Presentations**
 - James Greer – St Paul Block**
- 7. Attorney's Report**
- 8. Committee Reports**
- 9. Old Business**
- 10. New Business**
- 11. Closed Session as permitted by Virginia Code #2.2-3711**
- 12. Adjourn Meeting**

January 25, 2017

The January 12, 2017 meeting of the Industrial Development Authority of Russell County, Virginia was reconvened on January 25, 2017, at 6:00 P.M. at Omni Hotel, Richmond, VA

MEMBERS

PRESENT: Becki Joyce, Chairman
Richard Lockridge
Ernie McFaddin, Member
Carlton Elliott, Member
Scott Gilmer, Member
David Mullins, Member

The Chairman called the meeting to order at 6:00P.M.

Secretary called the roll and recorded the roll call.

The chairman informed the board of the scheduled meetings for the following day.

The board discussed the goals for the visit and the information desired by the IDA.

ADJOURNMENT

Upon motion made by Richard Lockridge, second by David Mullins, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 5:30 PM, February 2, 2017

The Vote was:

Yea: C. Elliott, E. McFaddin, R. Lockridge, S. Gilmer, D. Mullins

Nay: None

February 9, 2017

The Regular monthly meeting of the Industrial Development Authority of Russell County, Virginia was held on February 9, 2017, at 5:30 P.M. at Higher Education Center Jefferson Room, Highland Drive, Lebanon, Virginia.

MEMBERS

PRESENT: Becki Joyce, Chairman
Roger Sword, Vice Chairman
Richard Lockridge
Ernie McFaddin, Member
Carlton Elliott, Member
Mike Hincer, Member
David Mullins, Member

ABSENT: Scott Gilmer, Member
Jarred Glass, Member

STAFF: Katie Patton, Attorney
Lonzo Lester, Russell County Administrator

GUESTS: Evan Willis, Appalachian Meat Processing, Inc.
Benny Willis, Appalachian Meat Processing, Inc.
James Greer, St. Paul Block Project
Josh Sawyers, Lab 20
Mark Mitchell, Chief of Police Lebanon, VA

The Chairman called the meeting to order at 5:30P.M.

Secretary called the roll and recorded the roll call.

APPROVAL OF MINUTES

Upon motion made by Richard Lockridge, second by Ernie McFaddin and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the minutes of January 12, 2017 meeting.

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hincer, D. Mullins

Absent: S. Gilmer, J. Glass

Nay: None

FINANCIAL REPORT

Financial report was presented by Carlton Elliott

Upon motion made by Ernie McFaddin, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia to approve the Financial Report of February 9, 2017 as presented.

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins

Absent: S. Gilmer, J. Glass

Nay: None

PUBLIC COMMENT

Evan & Benny Willis presented their plan to bring a slaughter house and processing facility to Russell County. The plan would result in the creation of 15 jobs and a possible retail outlet for the meat products. Evan and Benny Willis submitted a company overview to the IDA board for further review.

James Greer, St. Paul Block project, submitted a business plan to the IDA. The plan included employment up to seven by the end of the first year. The Chairman directed the finance committee to review the business plan and present their opinion at the March meeting.

Josh Sawyers, Lab 20, presented information on changing the platform of the IDA's web site and continual updates.

Upon motion made by Roger Sword, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the Chairman to secure three quotes for web site maintenance and award project pursuant to the Virginia procurement act.

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins

Absent: S. Gilmer, J. Glass

Nay: None

Mark Mitchell, Chief of Police, presented the need for a mental health intake facility. Cumberland Mental Health has been awarded a reoccurring grant for \$300,000.00 to fund the operation of the facility. Estimated job creation from the facility would include a director at approximately \$60,000.00 per year and two assistants at approximately \$50,000.00 each per year. In addition the facility would employ an estimated 15 part time positions at \$20.00 per hour. Chief Mitchell asked the IDA for a possible land grant to construct a 1000 square foot facility to meet this need.

Upon motion made by Ernie McFaddin, second by Richard Lockridge, and duly approved by the Industrial Development Authority of Russell County, Virginia authorizing the attorney to draft a letter of moral obligation to donate property for the CIT assessment facility. The attorney shall investigate the legality of the industrial land grant for this purpose before drafting letter.

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hincer, D. Mullins

Absent: S. Gilmer, J. Glass

Nay: None

COMMITTEE REPORT

The Chairman informed the board Mr. Glass has been updated the IDA Facebook account. This has brought much more activity to the account and hopefully more awareness of Russell County. The Chairman also expressed a need for marketing materials for the IDA when presenting to prospected clients.

The property committee reported the lease has not been signed with DSS and the door replacement is on hold until a lease is signed.

OLD BUSINESS

The IDA's across the region will meet to see if the Legislative Reception will be continued next year.

NEW BUSINESS

The Chairman will be presenting to the local Rotary Club February 16th

Mr. Lockridge reported he had been in discussions with Carl Knoblock in regard to an entrepreneurial challenge offering a NASA licensure as the prize.

CLOSED SESSION

Upon motion made by Ernie McFaddin, second by Roger Sword and duly approved by the Industrial Development Authority of Russell County, Virginia to go into Closed Session as permitted by, VA Code #2.2-3711 (4) Privacy of Individuals (5) Prospective unannounced industry (7) Legal Counsel.

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins

Absent: S. Gilmer, J. Glass

Nay: None

RECONVENE TO PUBLIC SESSION

Upon motion made by Richard Lockridge, second by Roger Sword, and duly approved by The Industrial Development Authority of Russell County, Virginia, the Chairman called the meeting back into regular session and requested the "Certification Motion after reconvening in Public Session".

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins

Absent: S. Gilmer, J. Glass

Nay: None

CERTIFICATION AFTER RECONVENING IN PUBLIC SESSION

The Industrial Development Authority of Russell County, Virginia hereby certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provision of the Virginia Freedom of Information Act cited in that motion.

The Roll Vote Was:

Becki Joyce	Yes	Ernie McFaddin	Yes
Carlton Elliott	Yes	Davis Mullins	Yes
Scott Gilmer	Absent	Roger Sword	Aye
Mike Hinchler	Yes	Richard Lockridge	Yes
Jarred Glass	Absent		

ADJOURNMENT

Upon motion made by Ernie McFaddin, second by Carlton Elliott, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 10:41 PM.

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins

Absent: S. Gilmer, J. Glass

Nay: None

February 27 2017

Special called meeting of the Industrial Development Authority of Russell County, Virginia was held on February 27 2017, at 4:00 P.M. at Higher Education Center Jefferson Room, Highland Drive, Lebanon, Virginia.

MEMBERS

PRESENT: Becki Joyce, Chairman
Roger Sword, Vice Chairman
Richard Lockridge, Member
Ernie McFaddin, Member
Carlton Elliott, Member
Mike Hincer, Member
David Mullins, Member

ABSENT: Scott Gilmer, Member
Jarred Glass, Member

STAFF: Ben Chafin, Attorney
Lonzo Lester, Russell County Administrator

GUESTS: Russell County Board of Supervisors
Jim Baldwin, Cumberland Plateau Planning District

The Chairman called the meeting to order at 4:04P.M.

Secretary called the roll and recorded the roll call.

PUBLIC COMMENT

Senator Ben Chafin presented the legislature's plan for a regional marketing program for the coalfield counties of Southwest Virginia. Funding for this program from VCEDA and the Tobacco Commission will begin July 1, 2017. The fiscal agent for the program will be shared by Lenowisco and Cumberland Plateau Planning Districts.

The Chairman called a recess for the evening meal at 5:39P.M.

The Chairman called the meeting back to order at 6:15P.M.

CLOSED SESSION

Upon motion made by Roger Sword, second by Richard Lockridge and duly approved by the Industrial Development Authority of Russell County, Virginia to go into Closed Session as permitted by, VA Code #2.2-3711 (5) Prospective unannounced industry.

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins

Absent: S. Gilmer, J.Glass

Nay: None

RECONVENE TO PUBLIC SESSION

Upon motion made by Mike Hinchler, second by Ernie McFaddin, and duly approved by The Industrial Development Authority of Russell County, Virginia, the Chairman called the meeting back into regular session and requested the "Certification Motion after reconvening in Public Session".

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins

Absent: S. Gilmer, J.Glass

Nay: None

CERTIFICATION AFTER RECONVENING IN PUBLIC SESSION

The Industrial Development Authority of Russell County, Virginia hereby certifies that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be so discussed under the provision of the Virginia Freedom of Information Act cited in that motion.

The Roll Vote Was:

Becki Joyce	Yes	Ernie McFaddin	Yes
Carlton Elliott	Yes	Davis Mullins	Yes
Scott Gilmer	Absent	Roger Sword	Yes
Mike Hinchler	Yes	Richard Lockridge	Yes
Jarred Glass	Absent		

ADJOURNMENT

Upon motion made by Ernie McFaddin, second by Carlton Elliott, and duly approved by the Industrial Development Authority of Russell County, Virginia adjourning this meeting at 10:41 PM.

The Vote was:

Yea: R. Sword, C. Elliott, E. McFaddin, R. Lockridge, M. Hinchler, D. Mullins

Absent: S. Gilmer, J. Glass

Nay: None

CHAFIN LAW FIRM, P.C.

A. Benton Chafin, Jr.
Attorney at Law

44 East Main Street
Post Office Box 1210
Lebanon, Virginia 24266
Phone: (276) 889-0143
Fax: (276) 889-1121
Website: <http://www.chafinlaw.com>

M. Katherine Patton
Attorney at Law

Jennifer A. Baker
Attorney at Law
*Licensed in VA and TN

February 16, 2017

Russell County Industrial
Development Authority
P. O. 2378
Lebanon, VA 24266

RE: Billing from January 31, 2017 through February 16, 2017

Dear Sir/Madam:

Enclosed please find a statement for services rendered from January 31, 2017 through February 16, 2017, in the amount of \$450.00.

**Note: Billing may not be complete through the date listed above.*

PLEASE PAY THIS AMOUNT:

\$ 450.00

If you have any questions, please do not hesitate to contact me.

Very truly yours,
CHAFIN LAW FIRM, P.C.

By:


A. BENTON CHAFIN, JR.

Encl. (As noted)

**BILLING FOR
RUSSELL COUNTY IDA**

(JANUARY 31, 2017 THROUGH FEBRUARY 16, 2017)

FILE	FILE No.	AMOUNT
General File	92-G-2054	\$ 450.00
TOTAL		\$ 450.00

Chafin Law Firm, P.C.

44 East Main Street
P.O. Box 1210
Lebanon, VA 24266
Telephone: 276-889-0143
Fax: 276-889-1121

February 16, 2017

Invoice No. 37575

RUSSELL COUNTY INDUSTRIAL
DEVELOPMENT AUTHORITY
P. O. BOX 2378
LEBANON, VA 24266

Client Number: 92-G-2054 IDA.GENERAL FILE
Matter Number: 92-G-2054 IDA.General File
For Services Rendered Through 2/16/2017.

Fees

<u>Date</u>	<u>Timekeeper</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
2/9/2017	KP3	Prepare for meeting	0.30	\$37.50
2/9/2017	KP3	February monthly meeting	0.00	\$200.00
2/9/2017	KP3	Reviewed Materials submitted by Shelly Breeding.	0.50	\$62.50
2/10/2017	KP3	Review notes from February meeting	0.20	\$25.00
2/10/2017	KP3	Research.	1.00	\$125.00
			Billable Hours / Fees:	2.00
			Flat Charge Hours / Fees:	\$250.00
				\$200.00

Timekeeper Summary

Timekeeper KP3 worked 2.00 hours at \$125.00 per hour, totaling \$250.00.

Timekeeper KP3 - flat charges totaling \$200.00.

Payment Detail

<u>Date</u>	<u>Description</u>	<u>Amount</u>
2/14/2017	Check Number 5453	(\$287.50)
Total Payments Received:		(\$287.50)

Continued On Next Page

Client Number: 92-G-2054
Matter Number: 92-G-2054

2/16/2017
Page: 2

Current Invoice Summary

Prior Balance:	\$287.50	
Payments Received:	(\$287.50)	Last Payment: 2/14/2017
Unpaid Prior Balance:	<u>\$0.00</u>	
Current Fees:	\$450.00	
Advanced Costs:	<u>\$0.00</u>	
TOTAL AMOUNT DUE:	<u><u>\$450.00</u></u>	

Thank You for Letting Us Serve You.
Payment Due Upon Receipt.

OMNI HOTELS & RESORTS®

richmond

100 South 12th Street
 Richmond, VA 23219
 Phone: 804-344-7000 • Fax: 804-648-6704
 Reservations: 800-843-6664

ELLIOTT, CARLTON

Room Number: 1623
Daily Rate: 132.00
Room Type: DDNPR
No. of Guests: 1 / 0

ARRIVAL	DEPARTURE	CREDIT CARD	RATE PLAN	CATEGORY	ACCOUNT
1/25/2017	1/27/2017	XXXXXXXXXXXX1937	GGOVT	GGOVT	12201264463
DATE	ROOM NO.	DESCRIPTION	REFERENCE	AMOUNT	
1/26/2017	1623	TREVI'S RESTAURANT	1623/971/08:19/TREVI'S RESTAURANT	\$49.52	
1/27/2017	1623	VISA	VISA	(\$49.52)	

TOTAL DUE: \$0.00

TERMS: DUE AND PAYABLE UPON PRESENTATION. I AGREE THAT MY LIABILITY FOR THIS BILL IS NOT WAIVED AND AGREE TO BE HELD PERSONALLY LIABLE IN THE EVENT THAT THE INDICATED PERSON, COMPANY OR ASSOCIATION FAILS TO PAY FOR ANY PART OR THE FULL AMOUNT OF THESE CHARGES.

FOOD CITY

Value. Everyday.

159 Pittston Road

Lebanon, Virginia 24266

(276) 889-5914

Store Mgr. Ryan Whitt

BAKERY/DELI

ALMND JOY CKES	V	✓ 5.49	3 F
You saved	0.50		
CHOC NOVAKS		✓ 3.11	3 F
0.52Lb @ 5.99/Lb			
CHOC NOVAKS		✓ 3.11	3 F
0.52Lb @ 5.99/Lb			
SWT P PNT BT CKE		✓ 3.99	3 F

DAIRY/FROZEN

DEVOUR PIZZA 3MT	V	3.69	3 F
You saved	0.30		
FC FRESH 2% HG	V	1.99	3 F
You saved	0.30		
JOSE OL INDV WRP	V	2.00	3 F
2 @ 1.00			
You saved	0.76		
JOSE SH BF TAQ	V	4.99	3 F
You saved	1.50		

GROCERY

CELESTIAL FRUIT	V	2.50	3 F
You saved	1.09		
CHERRY COKE F-PK	V	9.98	3 F
2 @ 4.99			
You saved	1.00		
COCA COLA 2LTR	V	✓ 5.00	3 F
4 @ 1.25			
You saved	2.96		
DASANI WATER	V	5.98	3 F
2 @ 2.99			
You saved	1.00		
GOLD PK SWT TEA	V	4.99	3 F
You saved	5.00		
MOUNTAIN DEW		1.89	3 F
TRRY BBQ CHIPS	V	4.00	3 F
2 @ 2.00			
You saved	2.58		
TRRY WAVY GHIPS	V	4.00	3 F
2 @ 2.00			
You saved	2.58		

NON FOOD

FC PR CUP SHPPR	V	2.50	1
You saved	0.79		
SD FORK CLEAR	V	✓ 1.50	1
You saved	0.29		
SD HD DSGN PLATE	V	✓ 4.49	1
You saved	0.50		
SD NAPKINS LNCHN	V	2.00	1
You saved	0.19		

Sub Total 77.20

Tax-Code	Taxable-Value	Tax-Value
Tax 1	10.49	0.56
Tax 3	66.71	1.67
DEBIT CARD		79.43
[S] XXXXXXXXXXXXX1998		
Auth# 878222		

Purchase \$ 79.43

PIN Used

Debit Card #SXXXXXXXXXXXX1998

Auth # 878222 Payment from primary

Lane # 01 Cashier # 9063

02/09/17 15:00 Ref/Seq # 016588

Mrch=223888 Term=002 IC=DC

EPS Sequence # 016588

DA 4406

BALANCE DUE 79.43

CHANGE 0.00

Pizza Plus of Lebanon
PPI0045
276-889-5501

PAID

Pizza Plus, Inc.
276-889-5501
Pizza Plus
of Lebanon

Order: 27

2/9/2017 3:51 PM
Server: Krista W

TIMED * TIMED
Prepare @
2/9/2017
4:25 PM

Deliver @
2/9/2017
4:45 PM

Delivery

JOYCE

GOVERNMENT BUILDING LEDANON, VA
(276) 254-2010
right side beside fitness center
in the building

2	\$23.24	LgSpec #17	\$46.48
		LARGE Meat Extr	
		(Meat Extravaga)	
		PAN	
		LARGE 1 TOPP PI	
		PAN	
		PEPPERONI	
1	\$23.24	LgSpec #17	\$23.24
		LARGE Meat Extr	
		(Meat Extravaga)	
		THIN	
		LARGE 1 TOPP PI	
		THIN	
		PEPPERONI	
1	LARGE		\$11.80
		(PIZZA)	
		PAN	
1	LARGE		\$0.00
		(PIZZA)	
		THIN	
		DelFee	\$2.75

SubTot	\$89.06
Tax 1	\$10.06
Coupons	\$0.00
Total	\$99.12
Visc	\$99.12
Due	\$0.00

Thank You for choosing Pizza Plus

Credit Card

Visa XXXXXXXXXXXXX1978
Approval Y

Amount \$99.12

SERVER - MAKE

Russell County IDA Member Expense Voucher

Member Name Becki Joyce Phone No. 276-254-2816

Member Address _____ Date 3/6/2017

Email address beckijoyce@yahoo.com _____

Date	Description	Time Worked	Mileage	Fuel	Meals	Phone	Entertainment	Fee	Total
								\$0.00	\$ -
2/6/17	VCEDA Board Meeting	2						\$200.00	
2/16/17	Rotary	1						\$200.00	
2/20/17	prep work for solar panel	1						\$100.00	
2/21/17	Solar panel for IDA, Dickenson County	4						\$200.00	
2/23/17	Ag Meeting at VCEDA	1.5						\$100.00	
2/27/17	call with Mr. Brunty/picked up lease	0.25						\$50.00	
2/27/17	Call from Karen Sorber, Re: St. Paul	0.25						\$50.00	
2/27/17	Call to Bob Harrison, Re. Bush Building	0.25						\$50.00	
27-Feb	Special called meeting	3						\$100.00	
27-Feb	meeting and review of office space for request	1						\$100.00	
3/3/17	Call to Bob Harrison, Re. Bush Building	0.25						\$50.00	

1-Mar	meeting with St. Paul Block/VCEDA	2						\$200.00	
6-Mar	Call with Linda Gilbert, RE: St. Paul Block & daycare	1						\$100.00	
3/6/17	Call to Bee Stuart/ re: daycare								
3/6/17	Call from Mr. Jessee, re: Kiln Castlewood								
2/27/17	Refreshments for IDA Special meeting						\$ 59.45	\$0.00	
									\$ -
									\$ -
									\$ -
		17.5	\$ -	\$ -	\$ -	\$ -	\$ 59.45	\$ 1,500.00	

MEMBER SIGN Becki Joyce

Finance Committee Approval _____

NOTES: Detail Hours below _____

Subtotal \$ -
 Advances _____
 Total \$ -

SUSANS CLEANING SERVICE
 261 WARNER SUB-DIVISION RD
 LEBANON VA. 24266



DmmE	AMOUNT:
Feb. 2017 Cleaning	
Feb 1-3	
Feb 7-8-10	
Feb 14-15-17	
Feb 21-22-24	
Feb 28	
BUFF FLOORS 12	

TOTAL

\$ 1,400.00

Thank you
 Susany Boeung

STARNES, INC.

Phone: 276 889-2410

Fax: 276 889-2246

www.starnesinc.com

info@starnesinc.com

Bill To:
Russell County IDA
P.O. Box 2378
Lebanon, VA 24266

Date: 03/01/17

Customer No.: Rus Co IDA

Invoice No.: 65501

Attention: Carlton Elliott

Department	Terms	Due Date	P.O. Number	Technician
Maintenance	Due in 30 Days	03/31/17	Monthly March	
Quantity	Item ID	Description	Unit Price	Extended Amount
1.00	Maintenance	DSS & Health Dept	66.00	66.00

Invoice Total 66.00

Less Payments Received 0.00

Total Due \$ 66.00

Service Address:

THANK YOU!

Remit with one copy of invoice to:
Starnes, Inc.
P. O. Box 2259
Lebanon, VA 24266

Highlands Glass Company

763 Cummings Street

Abingdon, VA 24211

Phone (276) 623-0021

Fax (276) 623-0024

highlandsglass@comcast.net

Date: February 28, 2017

Contractor's License
2705160188

Proposal Submitted to:

Work to be Performed at:

Name: Russell County IDA

Dept. of Social Services

Street:

Street: 79 Rogers Street

City:

State:

City: Lebanon, VA

Phone: 276-971-0690 Email: lemcfaddin@gmail.com

We hereby propose to furnish the materials and perform the labor necessary for the completion of

- **Interior Door** - 1 - 42" left hand bronze panic door, intermediate pivot, with automatic opener, transom frame - remove existing door and frame and leave sidelites
- **Exterior Door** - 1 - 42" right hand bronze panic door, intermediate pivot, with automatic opener, sidelites on each side with 1" bronze tempered glass in sidelites and in transom, 1/4" bronze tempered glass in door
- Installation and Materials

Start Date: TBD

Estimated Completion Date*:

*Any delay caused by events beyond the control of the contractor shall not constitute abandonment and shall not be included in calculating time frames for payment or performance

PERMITS/INSPECTIONS/ZONING: The contractor shall comply with all local requirements for building permits, inspections, and zoning.

CANCELLATION: Cancellation will not be excepted after contract has been signed

MODIFICATIONS: Any modification to this contract which changes the cost, materials, work to be performed, or the estimated completion date must be made in writing and signed by all parties.

QUOTE: This bid is only good for 30 days.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of **\$10,642.04**

Deposit: 50%

Payment Schedule: Balance due upon completion

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Purchaser: 

Date: 3/7/17

Contractor: _____

Date: _____