## Contract Document Cost Recap Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | Click here to enter a date. | A/E Name: |  |
| Project **No.:** |  | A/E Address: |  |
| Project **Name:** |  | **Phase:** | Choose an item. |

**EXPENSES – PLANS (**A set of **Plans** consists of:       **Sheets**; Size:       **X**       **)**

|  |  |  |
| --- | --- | --- |
| Sets of Plans | **@ $**       **/ Set =** | **$** |
| SHEETS | **@ $**       **/ Sheet =** | **$** |

**EXPENSES -- SPECIFICATIONS: (**A set of **Specifications** consists of:       **Pages)**

|  |  |  |
| --- | --- | --- |
| Sets of Specs | **@ $**       **/ Set =** | **$** |
| Pages of Specs | **@ $**       **/ Page =** | **$** |

**EXPENSES – POSTAGE & UPS: (**Attach Invoices. “HANDLING CHARGES” are Disallowed**)**

**TOTAL EXPENSE = $**

**CREDITS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Plans Required by Contract | **Sets** | **@ $**      **/ Set =** | $ |
| Specs Required by Contract | **Sets** | **@ $**       **/ Set =** | $ |
| Plans and Specs Sold | **Sets** | **@ $**       **/ Set =** | $ |
| Plan sheets Sold | **Sheets** | **@ $**       **/ Sheet =** | $ |
| Spec Pages Sold | **Pages** | **@ $**       **/ Page =** | $ |
| Deposits Not Refunded | | | $ |
| **LESS TOTAL CREDITS:** | | | $ |
| **NET AMOUNT DUE ARCHITECT/ENGINEER:** | | | **$** |

**File:** PSG-Exhibit 13-Contract Document Cost Recap Sheet.docx