



Pre-Construction Services, Inc.

P.O. Box 186

Vacherie, LA 70090

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Subject: JOB TITLE
PROJECT NO.
ENGINEERING CO.

The new project described above, by the contractor **CONTRACTOR'S NAME** will soon be taking place in your neighborhood. The work involves the construction and/or repair/rehabilitation of street restoration next to your residence or business.

Because of the presence of construction equipment and the basic construction itself, **CONTRACTOR'S NAME** hired PRE-CONSTRUCTION SERVICES, INC. to do a **video** study documenting existing conditions to the residential/business locations closest to the working area. This survey is "**FREE**" to the occupant and could be used to settle any claims that may arise.

HOW DOES PRE-CONSTRUCTION SERVICES, INC. CONDUCT THEIR SURVEY?

FIRST: We contact you, the occupant, by certified letter. We conduct our survey with an authorized ADULT only.

SECOND: We walk with you through the interior of the location and **video** any existing conditions. (Examples: cracked sheetrock, water stains, etc.)

THIRD: We walk around the exterior and **video** any existing conditions we see to the outside of buildings, garages, fences, pools, patios, gazebos, soil conditions, driveways, etc.

NOTE: Completed **videos** are turned over to **CONTRACTOR'S NAME.**

Pre-Construction Services, Inc. will make **THREE (3)** attempts to conduct the survey with a certified letter. If Pre-Construction Services, Inc. does not receive a response from you the occupant the address will be considered a refusal.

If you have any questions or would like to make an appointment, please call us at **985-447-4913**. If we are not in, please leave a message clearly stating **YOUR NAME,** **ADDRESS** and **TELEPHONE NUMBER** and a representative of Pre-Construction Services, Inc. will contact you. If you have already called to make an appointment please disregard this letter.

Calvin Folse

Month/year