

PROJECT REQUEST

Date: _____

Account # _____

Contract # _____

To: _____

In accordance with the provisions of the Continuing Services Agreement dated _____ (the “Agreement”) between the University of Houston System, as Owner, and _____, as Service Provider, Owner is contemplating (the “Project”) and hereby requests your proposal to render the following Services:

In your Project Proposal (if any), please describe the services you would perform in detail, and provide an estimated schedule of the services and your proposed fee. Unless otherwise specifically provided above by Owner, your fee will be a fixed fee.

If I have not received your Project Proposal within five (5) days of the date of this Project Request, you will be deemed to have declined to submit a Project Proposal for this Project.

Sincerely,
