



AIA[®] Document C422[™] – 2014

Service Order for use with Master Agreement Between Architect and Consultant

SERVICE ORDER number _____ made as of the _____ day of _____ in the year _____

(In words, indicate day, month and year.)

THE ARCHITECT:

(Name, legal status and address)

THE CONSULTANT:

(Name, legal status, address and discipline)

for the following **PROJECT:**

(Include detailed description of Project, location, address and scope.)

THE SERVICE AGREEMENT:

This Service Order, together with the Master Agreement between Architect and Consultant dated the _____ day of _____ in the year _____

(In words, indicate day, month, and year.)

form a Service Agreement. A Service Agreement represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations, or agreements, either written or oral. A Service Agreement may be amended or modified only by a Modification.

The Architect and the Consultant agree as follows.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Consultant's scope of services for the Service Order only and is intended to be used with AIA Document C421[™]–2014, Standard Form of Master Agreement Between Architect and Consultant.

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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 A copy of the Prime Agreement, if not attached to the Master Agreement, is attached as Exhibit A and is made a part of this Service Order.

§ 1.2 The other consultants to be retained by the Architect are as follows:
(List disciplines and, if known, names, addresses and other information.)

§ 1.3 The subconsultants to be retained by the Consultant are as follows:
(List disciplines and, if known, names, addresses and other information.)

§ 1.4 The Architect identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address and other information.)

§ 1.5 The Consultant identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address and other information.)

§ 1.6 The Consultant identifies the following key personnel in accordance with Section 4.2 of the Master Agreement:
(List name, address and other information.)

ARTICLE 2 INSURANCE

The Consultant shall maintain insurance as set forth in the Master Agreement. If the Consultant is required to maintain insurance exceeding the requirements set forth in the Master Agreement those additional requirements are as follows:

(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Service Order which exceed those specified in the Master Agreement, if any.)

ARTICLE 3 SCOPE OF CONSULTANT'S SERVICES

§ 3.1 This Portion of the Project consists of the following:

(Fully describe the Portion of the Project for which the Consultant shall provide the services set forth in Article 3.)

§ 3.2 Except as set forth in Section 3.1, the Consultant shall not have any duties or responsibilities for any other portion of the Project.

§ 3.3 The Consultant shall provide the Architect with the same professional services for This Portion of the Project as the Architect is required to provide to the Owner under the Prime Agreement, unless otherwise described below:

(Set forth, in detail, any variations to, or limitations on, the professional services described in the Prime Agreement affecting the Consultant's services under this Agreement.)

ARTICLE 4 ARCHITECT'S RESPONSIBILITIES

The Architect shall have those responsibilities set forth in the Master Agreement and as follows:

(Describe the Architect's responsibilities not otherwise described in the Master Agreement, if any, under this Service Order.)

ARTICLE 5 COMPENSATION

§ 5.1 For the Consultant's Services as described under Article 3, the Architect shall compensate the Consultant as follows:

(Insert amount of, or basis for, compensation.)

§ 5.2 For Additional Services described in Article 6 of the Master Agreement, the Consultant shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Consultant's Services document, list the exhibit below.)

§ 5.3 Compensation for Reimbursable Expenses

The Architect shall reimburse the Consultant for the Reimbursable Expenses in accordance with Section 13.5 of the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation, if applicable.)

ARTICLE 6 ATTACHMENTS AND EXHIBITS

§ 6.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 Exhibit A: The Prime Agreement
- .2 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.

ARCHITECT *(Signature)*

(Printed name and title)

CONSULTANT *(Signature)*

(Printed name and title)

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