



BLACKHOUND

ARCHITECTURE & RENDERING

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Unit 10 – The Network
19 Cactus Road
Fairview
Port Elizabeth (Gqeberha)
Eastern Cape
2075

Client(s):

Cherri Morton
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cherri.morton40@gmail.com

Date: 06 July 2026

SCOPE OF WORKS:

Appointment for **Stage 5 and Stage 6**, as the Principal Agent at **48 St Andrews Drive (Erf 26, St Francis Links)**.

Project Requirements:

Project description:	Additions and alterations.
Build duration:	3-4 Months
Budget:	R 2 million

(Architectural Agent of the JBCC)

1. Management of the JBCC contract.
2. On-going construction drawings.
3. Finishes and specifications.
4. Co-ordination of drawings to contractor, sub-contractor or engineer.
5. Fortnightly site meetings (on the last month, it's weekly).
6. Quality control checks.
7. Snagging for practical and final completion.



Professional Fees in terms of Section 34 (2) of the Architectural Profession Act, 2000 Act 44 of 2000 - 4 Oct 2026

Estimated Build Cost: (For Cost Based Fees)

Building:	Est. Build cost
Additions and alterations to existing home	R2 000 000,00
Total (Ex.VAT & Contingency)	R2 000 000,00

Project Cost **R2 000 000,00**

Complexity	Low
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Professional Fees: (ex. VAT)

Primary Fee	R89 897,22
Secondary fee	R156 329,88
Total Stages 1 - 6 (Ex.VAT)	R246 227,10

Work Stages:	Stages	% of Fee	Fee (ex VAT)	Final Fees (ex VAT)
Inception	1	2%	R 4 924,54	R -
Concept design	2	15%	R 36 934,07	R -
Design Development	3	20%	R 49 245,42	R -
Municipal Submission	4.1	10%	R 24 622,71	R -
Tender & Tech Drawings	4.2	20%	R 49 245,42	R -
Construction	5	30%	R 73 868,13	R 73 868,13
Close - Out	6	3%	R 7 386,81	R 7 386,81
Total (ex.VAT)				R 81 254,94

Project Duration (months)	4
Full Professional Fees for Stage 5 + 6	R 81 254,94
Total	R 81 254,94

Monthly Fee Breakdown:

Professional Fees (as not Principle Agent) <i>Professional Fees in terms of Section 34 (2) of the Architectural Profession Act, 2000 Act 44 of 2000</i>	R 20 313,74
Disbursements:	
Travel cost	R 5 200,00
Travel time	R 6 500,00
Printing (Addendum A)	R 4 300,00
Total per month (ex.VAT)	R 36 313,74

Initial(s): _____



PAYMENT TERMS:

1) Month 1:	R 36 313.74
Professional Fees	R 20 313.74
Disbursements	R 16 000.00
2) Month 2:	R 36 313.74
Professional Fees	R 20 313.74
Disbursements	R 16 000.00
3) Month 3:	R 36 313.74
Professional Fees	R 20 313.74
Disbursements	R 16 000.00
4) Month 4:	R 36 313.74
Professional Fees	R 20 313.74
Disbursements	R 16 000.00

KINDLY NOTE:

Should our scope of work increase, our fees will be adjusted to accommodate the extra scope. This will be discussed before the work commences.

This quote is only valid for 30 Days after the date of issue.

Each invoice to be settled within 7 days after the date of issue.

Excluded from the fees:

Other Professional consultancy fees that may be required (e.g. Structural Engineer, Quantity and Site Surveyors, Health & Safety, etc.)

Execution of the works and testing of materials to ensure compliance with drawings and specifications remains the responsibility of the contractor.

TERMS AND CONDITIONS:

BLACKHOUND (also known as BLACKHOUND ENTERPRISES (PTY) LTD) will be appointed as the JBCC Principal Agent. Responsibilities under this scope include managing the JBCC contract, issuing ongoing construction drawings, finishes, and specifications, and coordinating documentation with the contractor, subcontractors, and engineers. The scope also encompasses fortnightly site meetings, quality control checks, and snagging for both practical and final completion.

These fees are strictly based on an estimated construction duration of 3 to 4 months. Should the initial construction period be exceeded by more than 10%, an hourly rate of R 650.00 will apply for any extended services, in accordance with the Professional Fee Guidelines.



1.1) SITE VISITS:

If additional Site Visits are requested, it be charged at **R 3 250** per Site Visit.

1.2) DEVIATIONS:

Any on-site deviations requiring updated plans will be billed at an hourly rate of **R 650.00**. A separate quotation for revising will be provided to the client for their approval.

1.3) PRINTS:

We have included all standard site prints within our current scope. Should additional hard copy prints be required for reasons not attributable to Blackhound Enterprises (Pty) Ltd, the client will be notified in advance, and these costs will either be invoiced separately or added to the final invoice.

1.4) TERMINATION:

If the agreement between the parties is terminated by either party for reasons not caused by BLACKHOUND ENTERPRISES PTY LTD, the fee for the work in progress and the completed work will be due for payment.

1.5) SUSPENSION:

BLACKHOUND ENTERPRISES PTY LTD retains the right to suspend all service until the settlement of any outstanding account.

1.6) OTHER PROFESSIONALS:

BLACKHOUND ENTERPRISES PTY LTD is not responsible for the performance of other professionals (such as Town Planners and Engineers), nor for the quality of drawings and documents provided by them, tender prices, the actions of Homeowner Associations, Municipalities, or Municipal Services. We are also not responsible for the performance of the Contractor or any of their Sub-Contractors, Suppliers, or employees.

1.7) COPYRIGHT:

BLACKHOUND ENTERPRISES PTY LTD retains the ownership of copyright to all its intellectual property. No designs, drawings or documents may be used and shared with other parties without our express permission.

1.8) FEE OFFSET:

The Client is not entitled to 'set-off' or withhold payment for any alleged claim against either BLACKHOUND ENTERPRISES PTY LTD or any other party involved in the building contract. The claim is to be dealt with on its own merits.

1.9) VAT:

BLACKHOUND ENTERPRISES PTY LTD. Is not a VAT vendor. All architectural fees presented are exclusive of VAT until further notice. If the client requires a VAT number, we can make the necessary arrangements.

Initial(s): _____



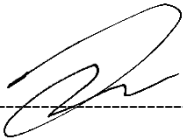
ACCEPTANCE:

The Terms and Conditions presented here may be modified or amended as necessary only by written instrument signed by both parties.

By submitting the non-refundable deposit payment, you are agreeing to the terms and conditions detailed in this document. This proposal is agreed upon in full, signed and dated.

By signing this document, I indicate that I understand, agree to, and accept the terms and conditions as contained herein, dated **06 July 2026**.

I, _____ hereby agree to the Terms and Conditions laid out in this document.



Dewald Potgieter
Director | PAT 30442820
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Phone: 072 418 6867

Client(s): Cherri Morton
Date:

