

Dean Olson Land Surveying, P.C.

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Electronic File Request

All electronic files used by Dean Olson Land Surveying, P.C. in preparing documents, reports or drawings, are the property of Dean Olson Land Surveying, P.C. and contain sensitive proprietary information. Dean Olson Land Surveying, P.C. may, at its discretion, release electronic files in whole or in part to others if Dean Olson Land Surveying, P. C. determines from this request that the release of this information will not adversely affect or disclose proprietary information contained in those files.

Request for electronic files can only be made by the client, with whom Dean Olson Land Surveying, P. C. has an agreement, to perform professional surveying services. Each intended use for the file must be listed on this form. Any unauthorized use of electronic information provided by Dean Olson Land Surveying, P. C. not specifically listed on this form is subject to monetary damages to be determined by arbitration or by civil action, if required.

It is the sole responsibility of the client to determine all parties who will need electronic files and to list them on this form or prepare additional forms as needed. Due to multiple requests for electronic files, a processing fee of \$75.00 shall apply to each file release. Shipping cost may be charged in addition to the processing fee. Additional uses may be added at anytime, but authorized by Dean Olson Land Surveying, P.C. Failure of payment for release of electronic files within 30 days constitutes all electronic files uses to be unauthorized.

By signing this agreement, the client or client's representative agrees to the terms set forth in this request form. The client, client's representative and/or listed users on this form agree to hold Dean Olson Land Surveying, P. C. and its employees harmless from any claims arising from the use of data provided in the requested electronic files. Also, the client agrees that he or she is solely responsible for fees due for the requested electronic files.

Printed Client Company Name

Authorized Agent Signature

Date:

Project Number / Project Site Requested and Specific Intended Use:

Release Electronic Files To: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Request form must be filled out completely before any electronic files can be released.

Please fax all request to 678-510-1399.

All files will be sent within two business days of receipt of the completed request.