**Appendix A - Attachment 1**

**Services Request Form**

**Date:** [Date]

**From:** Project Manager Name]

[Address]

[Phone/Fax]

[Email]

**Project:** Project Title]

**FM/SWO:**[FM / SWO Numbers]

The Judicial Council of California requests that you provide a proposal package for the above referenced project as per the services requested below.

The work was discussed on [Date] with the following individuals:

 [List contact name, company, and email/phone number here]

[List contact name, company, and email/phone number here]

[List contact name, company, and email/phone number here]

**Your proposal is due on or before: [Time and Date]**

Proposed Work Schedule: [Start/End Dates]

Instructions: Services rRequested should be detailed below in collaboration with Contractor(s). In your description, specify the location(s) at which the Services will be provided and what documents (i.e. drawings, spec sheets, photos, etc.), if any, are being provided by the Judicial Council. Include all applicable phasing and schedule constraints. If detailed schedules and/or progress reports are required, include frequency, type(s) of information needed and, if applicable, any particular format to be used. Attach additional pages as needed.

Services Requested:

**END OF APPENDIX A – ATTACHMENT 1**