

# Information Sheet

## Pristine Inspections, LLC

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### Contact ....

Pristine Inspections, LLC  
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### Contract ....

We suggest a four step process to engage our services.

1. Our first step would be a brief phone conversation so we might gain an overview of your case and your working thesis and so you might better understand how we may contribute to your case. If it is mutually determined at this point that our services could add value, we will ask for a non-refundable retainer of \$250 and the opportunity to study materials you believe relevant.
2. Upon receipt, we will review your materials so that we can provide you with an estimate of costs to conduct a thorough study and assessment of same.
3. With your approval, we will proceed and when our assessment is complete, we will be prepared to:
  - a. work with you to determine if this case has merit;
  - b. elaborate on how we might support your thesis;
  - c. suggest additional perspectives and arguments; and,
  - d. offer thoughts on the overall cost of our services.
4. If our further involvement is warranted, we will ask you for a "Request For Work Production". We want to make sure we understand what you want from us and we want to be accurate in our commitment to you. An e-mail is sufficient here. We will then create a contract which will include our guidelines, your "Request For Work Production", a documentation of our

fee schedule, an estimate of the cost for the work you have requested, and your choice of a fee payment schedule.

We want to support your work by creating an environment of impeccable integrity.

### **Fees ....**

This is a summary list of our fee structure. We bill to the nearest 1/10th hour except where prescribed "minimums" are in effect. Current prices available on request.

- Study and research time is billed at a rate per hour.
- Site research work and data collection is billed at a rate per hour.
- Deposition and testimony is billed at a rate per hour.
- Travel and "wait" time is billed at 1/2 our rate per hour, with some regard to "minimums".
- Additional "team" members are billed at cost plus 10%.
- Travel and expenses are billed at cost plus 5%.

### **Communications and Security ....**

We will be very flexible in our communications with you. And we will be very secure. We will use what ever form of communication you desire. We routinely depend on FedEx, USPS Certified/Registered, PDF's with signatures, and we will encrypt our electronic communications with you upon request.

### **Insurance ....**

We carry a sizable errors and omissions insurance policy. It is current and with Lloyds of London.

**Curriculum Vitae, Case List and a list of Work Samples are available upon request.**