



CLIENT'S NAME	
PLACE OF MEETING	
DATE OF MEETING	
PURPOSE OF SITE VISIT	
DECISION OF THE CLIENT	

MINUTES OF MEETING [M.O.M]:

SIGNATURE OF THE CLIENT

SIGNATURE OF THE ARCHITECT

ARAVINDA BABU H N

CA/2012/55979

NOTE: OUTSTATION SITE VISIT

Every meeting at client's place are charged. Client has to pay an amount of Rs. 20/ kilometer for to and fro journey distance. OR Client shall provide an A/C car for the journey OR Air ticket.

Visiting charges of Rs. 15000/ day is chargeable to client on every visit.

For long distance Site visits (above 200kms) client shall make arrangement for a descent A/C hotel room at his cost along with boarding facilities.

This copy is signed by both the parties and maintained as a standard document till 6 months after completion of the project by the Architect's office.