

From
MMG Acoustical Consultants
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1st Stage, Indiranagar, Bangalore 560038

To the interested reader

Sub: - Information regarding the service protocol followed by MMG Acoustical Consultants

Respected person,

This letter is prepared to give an understanding of the procedure and protocol followed by MMG Acoustical Consultants regarding the acoustical consulting services, the firm provides to its clients.

1. A proposal is provided based on the possible amount of work (acoustical analysis and study) noted during the initial review of the drawings or visit. The purpose of the proposal is to prepare client to set aside a budget for acoustical consulting services, in addition to the budget for the acoustical treatment material.
2. If the proposal is accepted, the contract, with terms and conditions, indicating the agreed budget will be prepared and sent. A token payment (as indicated in the proposal) and the signed contract must be returned before the release of any technical information. This is to protect the consultant firm against the loss of compensation on the technical services provided to the client.
3. Billing will be done as defined in the payment schedule, expressed in the proposal or the contract.
4. Final billing will be based on the actual time and expenses and will not exceed the agreed budget without the prior concurrence of the client.

Acoustical consulting services does not depend on the percentage of acoustical material budgeted for the project. The service attempts to recommend the best and most desirable options for improved acoustical quality of the space. At the same time, look into the cost implications of the recommended acoustical materials to reduce the overall cost to the client. There would be an obvious conflict of interest and ethics to quote acoustical consulting services as a percentage of the acoustical material budget.

Thank you for your time and look forward to working with you.
Faithfully



Mathew M. George
MMG Acoustical Consultants

