



## New Window Sash Proposal

**Date:** 8/28/24

**For:**

Patrick Betts  
2658 North Grant Blvd  
Milwaukee, Wi, 53210  
872 222 0492  
bettsmpat@gmail.com

**Company Mission:**

*Thoughtful Craftsmen's mission is to maintain the historic housing stock of Milwaukee and its older suburbs through comprehensive restoration that treats a home as a living organism composed of interconnected systems. Using the highest quality materials, applied and installed with a thoughtful eye to historical and architectural details, we endeavor to return homes to their original appearance in a way that will survive for decades to come.*



### **Work Proposed:**

Install 3 new wood window sashes in windows numbered 1,2,3 in picture above.

Work will have a set price and there will be time and material work as well. \*Time and Material work will be highlighted in green ink below and marked with an asterisk.

### **Job Description:**

Remove new vinyl window and set aside for the owner to donate.

There are a number of unknowns with regards to the condition of the old frame. Work necessary to get the window frame back into useable condition will all be performed on the basis of time and material.

\*Once the new window is removed Thoughtful Craftsmen will restore the old window frame to receive the new sashes that we are making. This might require carpentry restoration, new stops, new pulleys, new sash cords and new weights. Carpentry Restoration could include the use of epoxy or the use of all new parts. We will not know what is necessary until we get the vinyl window out of the opening and fully inspect if any damage or missing parts will prevent the use of new sashes. All of this work will be done on a time and material basis.

Produce and install new double hung sashes in window numbered 1,2,3. These sashes will match the windows from the old picture and have an evenly matched meeting rail. The sashes will not have any leaded glass or divided light. Sashes will be white for interior and exterior color.

Customer will provide the window latch and handle in a brushed gold finish. Thoughtful Craftsmen will install new latch and handle.

Thoughtful Craftsmen will tune the sashes to make sure they open, close and operate smoothly.

Clean up job site.

**Compliance with Wis. Admin. Code Chapter DHS 163:** Thoughtful Craftsmen Inc. shall comply with Wis. Admin. Code Chapter DHS 163 while performing paint and/or restoration work as provided for in the attached Proposal upon property that is covered under Wis. Admin. Code Chapter DHS 163. A copy of said Chapter DHS 163 is attached, as is the "Renovate Right" pamphlet. By signing below, you acknowledge, admit and agree that you have been provided a copy of Wis. Admin. Code Chapter DHS 163, and a copy of the "Renovate Right" pamphlet.

**Bonding and Insurance Coverage:** Thoughtful Craftsmen Inc. maintains workers compensation insurance as well as general and excess liability insurance; proof of said insurance is attached to this Proposal. Thoughtful Craftsmen Inc. does not maintain Bonding Insurance.

**Animal or Pest Policy:** If critters are found during construction and pose a safety risk, delay the project, or need special handling, Thoughtful Craftsmen will inform the property owner. The owner is responsible for their removal unless otherwise agreed in writing. We are not liable for any extra costs or delays related to critter removal unless included in the original contract. Additionally, Thoughtful Craftsmen is not responsible for damage to installed materials caused by animals or insects during or after installation. It is the property owner's

responsibility to protect materials from such damage. Consulting a pest management professional is recommended.

**Landscaping Liability Disclaimer:** Thoughtful Craftsmen shall not be held liable for any damage to existing landscaping, including but not limited to trees, shrubs, lawns, and garden features, that may occur during the course of the construction project. While every reasonable effort will be made to minimize impact, the client acknowledges that certain damage may be unavoidable. The responsibility for any necessary repairs or restoration of landscaping shall rest solely with the client unless otherwise specified in the contract.

**Social Media Policy:** Thoughtful Craftsmen may capture photos or videos of the project for marketing, including social media and websites. We ensure no sensitive information about the property is shared without written consent. The property owner can request removal of any content they find objectionable. If the owner wishes to opt out of media use, they must notify the Contractor in writing before work begins.

**Sign Policy:** Thoughtful Craftsmen may place a sign in the yard during the project, which will be removed two weeks after completion or upon request. If you prefer not to have a sign, please initial here: \_\_\_\_\_

## **Totals: \$6000 + Time and Material Work**

Time and materials work marked by an asterisk (\*) and highlighted in green will be billed at the rate of \$85/hr. plus the cost of any materials. To track our time and keep you informed, we complete and share with you daily time and materials logs and are happy to discuss the process, progress, and any options that arise.

**AS REQUIRED BY WISCONSIN CONSTRUCTION LIEN LAW, CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON THE OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE BELOW SIGNED CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR FOR THE CONSTRUCTION AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS/HER MORTGAGE LENDER, IF ANY, TO SEE THAT ALL POTENTIAL CLAIMANTS ARE DULY PAID.**

Proposal may be withdrawn if not accepted within 30 days. Scheduling is generally based on date of acceptance unless otherwise indicated.

### **Payment Schedule:**

\$1000 non-refundable time-slot reservation retainer. (Will be deducted from initial invoice).

½ payment due upon commencement.

Remainder due in full upon substantial completion, less punch-list retainer if needed.

(\*)Time and materials work billed weekly as needed.

Payments due directly upon receipt of invoice.

1+1/2% interest per month on all payments 5 days overdue.

Scheduling is based on date of signed proposal and received down payment. For this, check is best and can be made out to Thoughtful Craftsmen and sent to P.O. Box 11537 Shorewood, WI 53211.

Authorized Signature, Thoughtful Craftsmen, INC.

*Joe Thomas* 11/22/23

I agree to these terms and authorize the work described above.

*Patrick Berts* Date 9/30/2024 Owner/Agent  
(Please sign and return including down-payment)



# CERTIFICATE OF INSURANCE

— THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY —

**CERTIFICATE HOLDER'S COPY**

DATE ISSUED (MM/DD/YY) 07/22/2024
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Home Office • 100 Erie Insurance Place • Erie, Pennsylvania 16530 • 814.870.2000  
Toll free 1.800.458.0811 • Fax 814.870.3126 • www.erieinsurance.com

NAME AND ADDRESS OF AGENCY Preferred Insurance Services 3215 Golf Road, Ste 190 Delafield, WI 53018 Phone: 866-788-4617 Tonya@preferredinservices.com	AGENT'S NO. WW2273	<b>COMPANIES AFFORDING COVERAGE</b> Co.: C ERIE INSURANCE COMPANY Co.: D ERIE INSURANCE PROPERTY & CASUALTY COMPANY Co.: E ERIE INSURANCE EXCHANGE (Not Applicable) Erie Indemnity Co., Attorney-In-Fact in NY Co.: F ERIE INSURANCE COMPANY OF NEW YORK Co.: G FLAGSHIP CITY INSURANCE COMPANY
NAME AND ADDRESS OF NAMED INSURED Thoughtful Craftsmen, Inc. PO Box 11537 Shorewood, WI 53211 -Phone: 414-217-6222 -Email: amontezon@gmail.com	This certificate is issued for information purposes only and confers no rights on the certificate holder. It does not affirmatively or negatively amend, extend, or otherwise alter the terms, exclusions and conditions of insurance coverage contained in the policy(ies) indicated below. The terms and conditions of the policy(ies) govern the insurance coverage as applied to any given situation. Limits shown may have been reduced by claims paid. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer and the certificate holder.	

**This is to certify that policies, as indicated by the Policy Number below, are in force for the Named Insured at the time that the Certificate is being issued.**

CO. Aff'd	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE MM/DD/YY	POLICY EXPIRATION DATE MM/DD/YY	LIMITS												
C	<input checked="" type="checkbox"/> <b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Q61-0319822	09/08/2023	09/08/2024	<table style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>FIRE DAMAGE (Any One Fire)</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>MED EXP (Any One Person)</td><td style="text-align: right;">\$ 5,000</td></tr> <tr><td>PERSONAL &amp; ADV. INJURY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>PRODUCTS-COMP/OP AGG</td><td style="text-align: right;">\$ 2,000,000</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	FIRE DAMAGE (Any One Fire)	\$ 1,000,000	MED EXP (Any One Person)	\$ 5,000	PERSONAL & ADV. INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS-COMP/OP AGG	\$ 2,000,000
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C	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> *ANY AUTO* (OWNED, HIRED, NON-OWNED) <input type="checkbox"/> OWNED <input type="checkbox"/> HIRED <input type="checkbox"/> NON-OWNED <input type="checkbox"/> GARAGE	COVERAGE WITH PROGRESSIVE INS			<table style="width: 100%; border-collapse: collapse;"> <tr><td>BODILY INJURY (EACH PERSON)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (EACH ACCIDENT)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY AND PROPERTY DAMAGE COMBINED</td><td style="text-align: right;">\$</td></tr> </table>	BODILY INJURY (EACH PERSON)	\$	BODILY INJURY (EACH ACCIDENT)	\$	PROPERTY DAMAGE	\$	BODILY INJURY AND PROPERTY DAMAGE COMBINED	\$				
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C	<input checked="" type="checkbox"/> <b>EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> RETENTION \$	Q33-0870444	09/08/2023	09/08/2024	<table style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>AGGREGATE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	AGGREGATE	\$ 1,000,000		\$		\$				
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E	<b>WORKERS COMPENSATION &amp; EMPLOYERS LIABILITY</b>	Q93-0800754	09/08/2023	09/08/2024	<table style="width: 100%; border-collapse: collapse;"> <tr><th colspan="2" style="text-align: center;">STATUTORY</th></tr> <tr><td style="text-align: center;">BODILY INJURY BY</td><td>ACCIDENT \$ 100,000 EACH ACCIDENT</td></tr> <tr><td></td><td>DISEASE \$ 500,000 POLICY LIMIT</td></tr> <tr><td></td><td>DISEASE \$ 100,000 EACH EMPLOYEE</td></tr> </table>	STATUTORY		BODILY INJURY BY	ACCIDENT \$ 100,000 EACH ACCIDENT		DISEASE \$ 500,000 POLICY LIMIT		DISEASE \$ 100,000 EACH EMPLOYEE				
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C	<b>OTHER</b> leased/rented equipment coverage	Q61-0319822	09/08/2023	09/08/2024	policy provides up to \$100,000 of coverage for leased/rented equipment with a \$500 deductible												

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

**CANCELLATION:** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

NAME AND ADDRESS OF CERTIFICATE HOLDER -BLANK-	AUTHORIZED REPRESENTATIVE <div style="text-align: center; font-family: cursive; font-size: 1.2em;"> </div>
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