



Water Damage Specialists

**Work Authorization Form
Work Order Agreement to Perform Emergency Services
And/Or Repairs, Application of Anti-Microbial
Solution and Direct Pay Authorization**

64 Evans Drive
Jacksonville Beach, FL 32250
Tax ID #03-0522658

Property Location: _____

Instructions and Authorizations for the Restoration of Your Property

**Initial
Please**

_____ **Effect of Abnormal Water:** Water indoors is an abnormal condition and can cause or contribute to a number of problems. The damage and health implications increase the longer materials remain wet. There are at least four progressive stages of indoor water damage as follows:

- 1) Water migrates into areas not originally affected. Water spreads laterally into adjoining rooms, penetrates materials below and wicks up into porous materials above. It is best to evaluate **ALL** affected areas, not just areas with visible saturation.
- 2) Saturated materials begin swelling as they absorb moisture. In many situations drying and restoration will restore them, and in others the damage may be permanent. Rapid drying will help reduce the chance of permanent damage.
- 3) As water evaporates, it causes an abnormal humidity condition. High humidity can damage some porous materials if allowed to continue. Humidity damage is most common when the indoor humidity exceeds 60% over time. It is best to reduce the indoor humidity quickly to help prevent humidity damage.
- 4) After mold intrusion, mold and bacterial spores germinate and multiply. Given acceptable growth conditions, one organism can multiply into more than one billion organisms in less than 24 hours. Microorganisms can cause mold damage and degrade indoor quality. Some microorganisms produce antigens and allergens which cause allergies while others can cause infections and toxic diseases.

_____ **Insurance Payments:** I authorize and instruct my insurance company to pay directly to Waterout of Northeast Florida, Inc., further known as The Company, the amount shown on the final billing for work done by The Company in connection with this claim. The Company requests direct payment from the insurance company. I also understand that the insurance company is billed as a courtesy and convenience to me. If payment is made directly to the Owner/Agent, further known as The Client, by the insurance company, it shall be endorsed over to The Company within three (3) business days. Any and all charges for services not reimbursed by

an insurance company are the sole responsibility of The Client and are to be paid upon completion of the work. Payment terms to The Company are Net-30 and late charges of 1.5% monthly (minimum of \$1.00) are charged on any unpaid balance. I further authorize and instruct The Company to bill all outstanding balances to The Client's credit card after the thirty (30) day period.

_____ **Reducing Mildew Growth & Damage:** There are several things that can be done to reduce mold growth and damage to affected materials as follows:

- 1) Water can be removed as quickly and as thoroughly as possible.
- 2) Anti-microbial agents can be applied to inhibit the growth of mold and other bio-contaminants.
- 3) Rapid air movement can be introduced into areas and cavities to increase the rate of evaporation.
- 4) The relative humidity indoors can be reduced and then maintained between 30% and 40% Rh if possible.

_____ **Authorization:** I, The Client for the job site listed above, authorize The Company to enter my property, furnish materials, supply all equipment and perform all labor necessary to preserve and protect my property from further damage and to perform all restoration procedures necessary to repair and restore the carpet, furniture, structure and other furnishings. I further certify, that as The Client, I have power and authority to sign, execute and legally bind this contract.

_____ **Equipment Responsibility:** I understand that I am responsible for loss, damage or theft of drying equipment while in my care and custody and will take reasonable precautions to ensure that this drying equipment is not lost or stolen.

_____ **Prices:** I understand that water damage is a progressive condition and that drying time varies depending on the types of materials, quantity of water, degree of saturation, airflow volume and velocity, temperature and the indoor and outdoor humidity. Therefore, I understand it is impractical to give an accurate quote for services before completion. I have been supplied with The Company's standard price list and agree to pay the prices listed. The Company agrees to keep accurate records and provide documentation if requested.

_____ **Stop Work-Hold Harmless:** In the event that The Company is not allowed to perform its recommended procedures and/or drying equipment is removed prematurely, I agree to release and hold The Company harmless and indemnify The Company against any claims or actions that may result from such incomplete procedures.

_____ **Drying Equipment:** I understand that high velocity air-movers (fans), dehumidifiers and specialized drying equipment will be installed to increase the rate of drying. I have been informed that the target humidity for my home/business is 30 - 40% and that it may take several days to attain this condition. I will not leave windows open unless instructed by The Company. I will not turn the equipment off unless directed to do so by The Company or unless an emergency situation dictates necessity, as this may retard the drying process. I will minimize entering affected rooms, especially those where carpet is being dried. The Client further understands that the rental period for equipment begins at the time The Client takes possession of the equipment. The Company has a two-day minimum rental period. Any six-hour rental in a given day beginning at 12:00 midnight constitutes a full day. Anything under six hours in a given day constitutes a half-day.

_____ **Safety:** If dehumidifiers, air movers or any other equipment must be moved, they must be shut off and unplugged as it may be hazardous to move these units while they are operating. Exposed tackless strip is a danger even when covered; I will take care when walking near tackless strip. The floors may be slippery when wet; I will take extreme care if walking on or from wet flooring materials.

_____ **Other Costs:** As The Client, it is understood that I have authorized the work and accept responsibility to The Company for services rendered. It is fully understood and agreed that The Client is personally responsible for any and all costs, charges, deductible or depreciation not covered by insurance. I further agree to pay a credit card surcharge of 3% of the service fee. This will be added to all services for which payment is made by credit card. This is to cover the charge levied by the credit card issuer and is non-refundable.

Application of Anti-Microbial Agents:

_____ **Application of Anti-Microbial Agent Not Recommended:** Based upon The Company's assessment of the current situation, treatment with a commercial anti-microbial agent is not warranted at this time. The Client understands that The Company's judgment is based upon current visible conditions and will hold The Company harmless for any unforeseen damage that may occur due to microbiological activity. Accurate and final assessment should be conducted by a third party industrial hygienist for which The Client is solely responsible for contracting.

_____ **Company Representative:** _____

_____ **Authorize Anti-Microbial Agents:** I understand that, in the best judgment of The Company, all wet materials should be treated with a commercial anti-microbial agent to inhibit the growth of microorganisms during the drying process. I have received oral and written information regarding the anti-microbial agent and agree that all wet materials should be treated with this product as part of the restoration process. I understand that it is beyond the expertise of The Company to determine if someone may be sensitive to its application and will hold The Company harmless for its use.

_____ **No Anti-Microbial Agents:** I have decided that **I do not want anti-microbial agents applied to affected materials in my home/business.** I will hold The Company harmless for any biological odors or growth, indoor air quality degradation and any other health concerns or damage that may occur due to microbiological activity during and/or after the restoration process.

I have read the above and understand that this form constitutes a contract for services performed. Should it become necessary to institute legal proceedings to enforce collection of this contract, the prevailing party shall be entitled to reasonable attorney's fees and court costs.

Authorized Signature: _____ Print Name: _____
Client Client

Date: _____ Title: _____
Policy #: _____ Claim #: _____
CC #: _____ Exp. Date: __/____ Pin#: _____ Billing Zip: _____

(The person ordering the above work will be held responsible for payment)