The *Client* shall pay to the *Architect Reimbursable Expenses* on the basis described in this Schedule B - REIMBURSABLE EXPENSES. Probable costs, where indicated, are the *Architect’s* estimate of the total amount, excluding *Value Added Taxes,* of *Reimbursable Expenses* that may become payable for each item. Except where *Reimbursable Expenses* are indicated as payable on an “E3” basis, the *Architect* does not represent nor warrant that the Reimbursable Expenses will be less than or equal to the probable costs indicated.

The following designations are used to indicate the method of remuneration applicable to each line item, or the non-applicability of an item to the contract:

**E1** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts. An administrative charge of \_\_\_\_ % will be added to these items.

**E2** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts, but without any added administrative charge.

**E3** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined fixed amount, regardless of actual costs incurred. This amount is indicated in the probable cost column but shall not be exceeded. It shall be apportioned to the phases of the *Services* as stated in Article A13 of the agreement and is payable accordingly.

**E4** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined percentage of the *Architect’s* fee for *Services*, regardless of the method of fee calculation and regardless of actual costs incurred. The percentage is \_\_\_\_ %, which amount shall be added to each invoice.

**E5** Indicates that these items are deemed to **not** be *Reimbursable Expenses* that are separately payable by the *Client* to the *Architect*. They are deemed to be included in the *Architect’s* fee for *Services*.

**N/A** N/A (or an item left blank) indicates that, on the date the agreement is made, it is anticipated that these *Reimbursable Expense* items will not be incurred.

| **ITEM** | **REIMBURSABLE EXPENSE** | **BASIS OF PAYMENT** | **PROBABLE COST** |
| --- | --- | --- | --- |
| 1 | General reproduction graphic services including:1. Small format (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files.
2. Large format (greater than ledger sized sheet) colour or black and white photocopying of original hard copies or printing of digital files.
3. Scanning original hard copies to create digital files.
4. Printing and binding of reports and specifications.
5. Printing and binding of construction drawings.
 |  |  |
| 2 | Special reproduction graphic services including:1. High-quality colour or black and white printing of digital files.
2. Mounting or framing of prints.
3. Production of marketing or presentation materials.
 |  |  |
| 3 | Delivery costs including:1. Couriers
2. Registered or express mail
3. Postage
 |  |  |
| 4 | Local transportation including:1. Taxis
2. Use of personal vehicles at rate of [$0.50/km][ ]
3. Automobile rental
4. Parking
 |  |  |
| 5 | Other Transportation including:1. Air fare, rail fare, intercity bus fare
2. Use of personal vehicles at rate of [$0.50/km] [ ]
 |  |  |
| 6 | Meals:1. Allowance of [$50/day] [ ]
 |  |  |
| 7 | Travel time of *Architect's* and *Architect's Consultant's* personnel |  |  |
| 8 | Communications charges including:1. Long distance telephone and facsimile charges
2. Internet services
3. Video and teleconference services
4. Collaborative project-specific internet sites
5. Project web camera
6. Cell phone charges
 |  |  |
| 9 | Local *Project* office |  |  |
| 10 | Commissioned presentation materials including:1. Renderings
2. Physical models
3. Computer models
4. Computer animations
 |  |  |
| 11 | Internet based services1. Virtual storage
2. FTP site
3. *Project* management file sharing service
 |  |  |
| 12 | Miscellaneous |  |  |
| **TOTAL PROBABLE COST** |  |