



## ***LOCATION DRAWING ORDER PROCESS***

**We hope you find the following information helpful.**

1. **Ordering:** You may email your orders to [beth@nttsurveyors.com](mailto:beth@nttsurveyors.com), fax your orders directly to our office at (410) 442-1315 or call us directly at (410) 442-2031, whichever method you prefer.
2. **Information requested:** Please list the county, property address, owner/seller name, your file number, your contact information, and the date needed and any other additional information that you feel may be helpful in completing a survey.
3. **Prices:** Location drawings start at \$220.00 with the following exceptions - Anne Arundel (below MD Rt. 214 and lower Prince George's County- \$245), Cecil (\$275 above Chesapeake City, \$295 below), Washington \$275. Costs can increase due to the size and complexity of the lot. You will be contacted if there is an increase in cost or if something occurs that could cause a delay of the due date.
4. **Orders.** We like to have 5 business days to deliver location drawings. The more time we have, the better service we can provide. We understand that rushes do occur and we will do our best to accommodate them.
5. **Boundary surveys** begin at \$1000.00 but average \$1200 - \$1500. The cost of a boundary survey depends on the size, shape, terrain, accessibility, field evidence, and complexity of deeds. A free estimate is provided for boundary surveys. Boundary surveys will proceed after the contract and deposit are received.
6. **Elevation/flood certificates** start at \$495.00 and are estimated on a case by case basis.
7. **Other surveys or professional services,** please contact the office at (410) 442-2031 or via email.
8. **Payment.** Make your check payable to NTT Associates, Inc. and mail to 16205 Old Frederick Road, Mt. Airy, MD 21771. Include your invoice number and the property address on your check when making your payment. We also take most major credit cards.
9. **Receipt of Survey.** Most clients prefer that we send the survey and bill via email in PDF format. These may be viewed using Adobe Acrobat Reader and can be easily printed and saved. If you prefer we can fax or mail the survey and bill directly.

Thank you for your business. We look forward to serving you. If you have any questions, or would like to discuss any modification of this process, please don't hesitate to call us.