

Welcome to Contractors Trusted Source (CTS) Thinkific Online Services.

- These Terms of Use (or "Terms") govern your use of Contractors Trusted Source(CTS) Service, except where we expressly state that separate terms (and not these) apply, and provide information about the Contractors Trusted Source Thinkific online learning Service (the "Service"), outlined below.
- By signing up for any of the services of Contractors Trusted Source, LLC you are agreeing to be bound by the following terms and conditions ("Terms of Service"). Any new features or tools which are added to the current Service shall be also subject to the Terms of Service.

Updating These Terms

- CTS reserves the right to update and change the Terms of Service by posting updates and changes to the CTS website at www.contractorstrustedsource.com. You are advised to check the Terms of Service from time to time for any updates or changes that may impact you. These Terms of Use therefore constitute an agreement between you and Contractors Trusted Source, LLC.
- We may provide certain disclosures, notices and communications (collectively "Communications") to you in written form as part of the Services. You agree and consent to receive electronically all Communications that we may provide you in connection with your Contractors Trusted Source Service account and your use of the Services.

If you are signing up for the Service on behalf of your employer, spouse or other third party then you represent and warrant that you have the authority to bind your employer to our Terms of Service. If you use your employer's, spouse's or other third party's credit card or bank account and your employer, spouse or other third party later disputes the charges, you will be responsible to pay the balance due and any returned monies.

ARBITRATION NOTICE: YOU AGREE THAT DISPUTES BETWEEN YOU AND US WILL BE RESOLVED BY BINDING, INDIVIDUAL ARBITRATION AND YOU WAIVE YOUR RIGHT TO PARTICIPATE IN A CLASS ACTION LAWSUIT OR CLASS-WIDE ARBITRATION. WE EXPLAIN SOME EXCEPTIONS AND HOW YOU CAN OPT OUT OF ARBITRATION BELOW.

Service Provider

Contractors Trusted Source (CTS), LLC is a Drafting and Design company located in Dallas TX. You may reach Contractors Trusted Source at 945-240-1485, Support@contractorstrustedsource.com or www.contractorstrustedsource.com

Disclaimer

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In no way does CTS represent itself as licensed architects or engineers. CTS does not hire third parties or engineers.

All drawings are based on dimensions/specifications furnished to CTS LLC by the Client, manufacturers installation requirements and the International Residential (IRC) Codes.

Builder to verify the plans for accuracy before building.

The plans are intended to provide basic construction/design information necessary to complete this structure. Client acknowledges and agrees to obtain engineering reports, other reports, and zoning reviews required by governing bodies before building.

Builder to field verify the accuracy of these plans prior to construction. Do not scale these drawings. Builder reserves the right to modify these plans as required by ICC codes, local codes, ordinances, and restrictions that will apply should a discrepancy occur between the plans and the local requirements.

The builder is responsible to obtain all permits and build according to zoning and all governing regulations. Limit drafters/designers not exceed the price paid for plans.

The Contractors Trusted Source Drafting and Design Services

For CTS to design your new home or in the yard addition we need some info from you.

Before starting, check with your city or country to find your building requirements and send the information to CTS in bullet point form.

Common questions to ask the city are:

Zoning classification, boundary lines, easements, setbacks, building heights, lot coverage, required building materials, restricted building materials, HOA requirements, FEMA, Corp of Engineer, Overlay districts, and a current plat. Have a current survey also.

Architectural Designs

Architectural Plans and Designs may include but not limited to:

We help you design your home with the help of 3D and use of AutoCAD computer files.

Architectural Plans include four exterior elevations, dimension floor plans, window and door layout and schedule, plumbing and electrical layouts, framing layout plans, millwork details, general cabinet layouts showing electrical HVAC and plumbing locations, roof pitch, general foundation, siding and roofing material.

HVAC, electrical, and plumbing will be field adjusted by a licensed tradesperson to meet requirements if necessary.

Architectural Plans do not include engineering stamps or reports. Engineering provides framing and foundation building information.

CTS will update plans to match engineering reports.

Additional Services

As-built Plans may be required by cities for some interior remodeling or first floor additions and all second floor additions. As-built plans may include but are not limited to:

Measuring the existing home or checking measurements from a third party by visiting the site in person. They also include the HVAC, electrical and Plumbing layouts, elevations, window and door schedules, locations, emergency egress, some 2D and 3D (without rendering) and details for permitting. You may submit your own layout and measurements as Drafting.

Drafting takes your "exact" floor plan sketches, ideas, or online images you send us and creates AutoCAD files.

Drafting does not adjust the plan to meet code.

Interior Designs may include but are not limited to: Individual product selections such as specific faucets, tubs, tile, siding, flooring, shower designs, cabinet faces, cabinet layouts in detail, paint colors, etc. Materials and finish schedules, product codes, costs and lead times. 3D renderings of an exterior or interior project, with or without plans, and concept art fall under Design.

Payment Plans are available on combined services and paid before each phase. Architectural plans may be divided into phases.

The client receives their finished materials and an invoice for each phase. An administrative fee is charged for managing payment plans. Payment plans significantly increase the project time.

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Who May Use the Service

Who Can Use Contractors Trusted Source Service. We want our Service to be as open and inclusive as possible, but we also want it to be safe, secure, and in accordance with the law. So, we need you to commit to a few restrictions in order to be part of the Instagram community.

- You must be 18 years or older or at least the age of majority in the jurisdiction where you reside or from which you use this Service.
- You must not be prohibited from receiving any aspect of our Service under applicable laws or engaging in payments related Services if you are on an applicable denied party listing.
- We must not have previously disabled your account for violation of law or any of our policies.

How You Can't Use Contractors Trusted Source Service. Providing a safe and open Service for a broad community requires that we all do our part.

- You can't impersonate others or provide inaccurate information.
- You can't use someone else's credit card without express permission.
You must provide us with accurate and up to date information (including registration information), which may include providing personal data.
- You can't do anything unlawful, misleading, or fraudulent or for an illegal or unauthorized purpose.
- You agree not to reproduce, duplicate, copy, sell, resell or exploit any portion of the Service, use of the Service, or access to the Service without the express written permission by Contractors Trusted Source.
- You can't violate (or help or encourage others to violate) these Terms or our policies.
- You can't do anything to interfere with or impair the intended operation of the Service.
This includes misusing any reporting, dispute, or appeals channel, such as by making fraudulent or groundless reports or appeals.
- Using the Services does not give you ownership of any intellectual property rights in our Services or the content you access. You may not use content you access using the Services unless you obtain permission from its owner or are otherwise permitted by law. These terms do not grant you the right to use any branding or logos used in the Services. Don't remove, obscure, or alter any legal notices displayed in or along with the Services.
- You must provide a valid address, phone number and email address, and any other information needed in order to complete the signup process.
- You acknowledge that Contractors Trusted Source will use the email address you provide as the primary method for communication.
- You are responsible for keeping your Bank account and ZellePay secure. Contractors Trusted Source can not and will not be liable for any loss or damage from your failure to maintain the security of your account and password.

Canceling Your Services

You may cancel the Services at any time through email. If you are responsible for paying for the Services you agree to pay the balance of any outstanding charges remaining at time of cancellation. No refunds are issued for completed work. Unused monies minus any administrative fees will be refunded within 90 days.

Account Suspension and Termination

Contractors Trusted Source may terminate your contract, or your Contractors Trusted Source Service access to all or part of the Service if Contractors Trusted Source believes, in its sole discretion, that provision of the Service to you is no longer commercially viable.

Notice for Termination or Suspension

A breach or violation of any term in the Terms of Service as determined in the sole discretion of Contractors Trusted Source will result in an immediate termination of your services.

- If payment is not received due to insufficient funds or for any other reason, we may, consistent with applicable laws, assess late payment fees, suspend, and/or limit the Services. To bring your accounts back into good standing, you will be required to pay all outstanding amounts for your services that are due and unpaid.
- We may also terminate your accounts. If we terminate your accounts, any unused services will be forfeited.
- Any financial disputes will automatically cancel your account and Service.
- Disputed funds returned to the bank may be sent to a third party collection agency including all bank fees and administration fees regardless of the bank's decision on the dispute.
- Contractors Trusted Source cannot communicate with you once your information is sent to collections.
- We reserve the right to send unpaid bills to a third party collection agency.
- CTS is not responsible for any third party charges you may incur in connection with your payment method.
- You are responsible to update your email and account information for notifications.

Other Legal Terms

- CTS is not an accredited or licensed architect or engineer with the State of Texas or any other regulating commission.

Disclaimers

- While we have made every attempt to ensure that the information contained in the Services has been obtained from reliable sources, Contractors Trusted Source Service is not responsible for any errors or omissions, or for the results obtained from the use of this information. All information in the Services is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose. In no event will Contractors Trusted Source, Contractors Trusted Source Service, its related partnerships or corporations, or the partners, agents or employees thereof be liable to you or anyone else for any decision made or action taken in reliance on the information in the services or for any consequential, special or similar damages, even if advised of the possibility of such damages.
- **FOLLOW ALL GOVERNING REGULATIONS AND ACKNOWLEDGED BEST BUILDING PRACTICES FOR BUILDING. CLIENT PROVIDED ENGINEERING IS REQUIRED FOR ALL BUILDING PROJECTS. CLIENT PROVIDED ZONING IS REQUIRED FOR ALL PROJECTS.**
- **IN NO EVENT SHALL CONTACTORS TRUSTED SOURCE BE LIABLE FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR ANY DAMAGES OR INJURIES WHATSOEVER ARISING OUT OF OR IN CONNECTION WITH THE AVAILABILITY, USE OR PERFORMANCE OF ANY INFORMATION COMMUNICATED ON THIS CONTRACTORS TRUSTED SOURCE SERVICES.**
- **UNDER NO CIRCUMSTANCES WILL CONTRACTORS TRUSTED SOURCE BE RESPONSIBLE OR LIABLE IN ANY WAY FOR ANY CONTENT, INCLUDING BUT NOT LIMITED TO, ANY ERRORS OR OMISSIONS IN THE CONTENT, OR FOR ANY LOSS OR DAMAGE OF ANY KIND INCURRED AS A RESULT OF ANY CONTENT COMMUNICATED ON THIS CONTRACTORS TRUSTED SOURCE SERVICES, WHETHER BY CONTRACTORS TRUSTED SOURCE OR A THIRD PARTY.**

How We Will Handle Disputes.

- Except as provided below, you and we agree that any cause of action, legal claim, or dispute between you and us arising out of or related to these Terms or Contractors Trusted Source ("claim(s)") must be resolved by arbitration on an individual basis. Class actions and class arbitrations are not permitted; you and we may bring a claim only on your own behalf and cannot seek relief that would affect other Contractors Trusted Source users. If there is a final judicial determination that any particular claim (or a request for particular relief) cannot be arbitrated in accordance with this provision's limitations, then only that claim (or only that request for relief) may be brought in court. All other claims (or requests for relief) remain subject to this provision.
- Instead of using arbitration, you or we can bring claims in your local "small claims" court, if the rules of that court will allow it. If you don't bring your claims in small claims court (or if you or we appeal a small claims court judgment to a court of general jurisdiction), then the claims must be resolved by binding, individual arbitration. The American Arbitration Association will administer all arbitrations under its Consumer Arbitration Rules. You and we expressly waive a trial by jury.
The following claims don't have to be arbitrated and may be brought in court: disputes related to intellectual property (like copyrights and trademarks), violations of our Services Policy, or efforts to interfere with the Service or engage with the Service in unauthorized ways (for example: building without permits or engineering). In addition, issues relating to the scope and enforceability of the arbitration provision are for a court to decide.

This arbitration provision is governed by the Federal Arbitration Act.

You can opt out of this provision within 30 days of the date that you agreed to these Terms. To opt out, you must send your name, residence address, username, email address or phone number you use for your Contractors Trusted Source account, and a clear statement that you want to opt out of this arbitration agreement, and you must send them here: 3824 Red Oak Trail, the Colony TX 75056

- Before you commence arbitration of a claim, you must provide us with a written Notice of Dispute that includes your name, residence address, username, email address or phone number you use for your Contractors Trusted Source account, a detailed description of the dispute, and the relief you seek. Any Notice of Dispute you send to us should be mailed to 3824 Red Oak Trail, The Colony TX 75056. Before we commence arbitration, we will send you a Notice of Dispute to the email address you use with your Contractors Trusted Source account, or other appropriate means. If we are unable to resolve a dispute within thirty (30) days after the Notice of Dispute is received, you or we may commence arbitration.

Waiver and Complete Agreement

The failure of Contractors Trusted Source to exercise or enforce any right or provision of the Terms of Service shall not constitute a waiver of such right or provision. The Terms of Service constitutes the entire agreement between you and Contractors Trusted Source and govern your use of the Service, superseding any prior agreements between you and Contractors Trusted Source (including, but not limited to, any prior versions of the Terms of Service).