



TEN ESSENTIAL ELEMENTS OF CONTRACTS FOR LANDSCAPE WORK (IT'S THE LAW)

Oregon Law: ORS 671.625 states that all landscape work subject to ORS 671.510 to 671.710 performed in Oregon must be performed subject to a written contract. The Landscape Contractors Board (Board) is instructed in this law to adopt rules for the standards for all written contracts which the Board has done in OAR 808-002-0020.

ORS 671.625 also states that a contract that does not substantially comply with these standards is not enforceable by any landscaping business in any court or other proceeding within the state of Oregon. (This is important if you want to get paid)

The standards adopted by the Board are listed in OAR 808-002-0020 listed below. On the following page is an example of a contract that has these ten (10) elements. The format of the example is not a requirement; the only requirement is that these 10 elements show up in the landscaping business's contract for landscaping work. There may be other elements that a landscaping business may want to include; this is up to the landscaping business and not a requirement by the Landscape Contractors Board.

THE STANDARDS: (OAR 808-002-0020)

Landscaping contracts and subcontracts shall include, but not be limited to, the following:

1. Landscaping business name, license number, business address and telephone number;
2. Consumer's name and address;
3. Address or location of work to be performed if different from the consumer's address;
4. A list of plant materials, if any, together with the size and quantity;
5. General description of the work to be performed;
6. Estimated time for completion or estimated completion date;
7. Price and payment schedule;
8. Description of guarantee; if no guarantee such a statement shall be included;
9. Signatures of the business licensee and consumer;
10. Statement that the business is licensed by the State Landscape Contractors Board and the current address and phone number of the board.



Please note: just by following the format of the following example given does not necessarily constitute a legal contract for your business. The landscaping business should seek legal advice in the formation of the contract the business desires to use.

SAMPLE ONLY

**STATE LANDSCAPE CONTRACTORS BOARD
TEN (10) MINIMUM CONTRACT REQUIREMENTS
PER OAR 808-002-0020**

SAMPLE ONLY



1

BUSINESS NAME
BUSINESS ADDRESS
PHONE NUMBER
LIC #XXXX (LCB 4 DIGIT BUSINESS LICENSE NUMBER)

PROPOSAL FOR:

JOB LOCATION:

2

CUSTOMER NAME
CUSTOMER ADDRESS

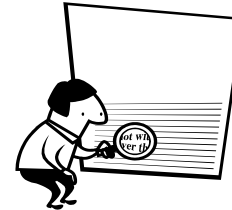
3

JOB SITE ADDRESS
IF DIFFERENT FROM (2)

**LIST OF PLANT MATERIALS (IF ANY)
(OR REFERENCE PLAN):**

4

QUANTITY	PLANT	SIZE
X	PLANT NAME	X GAL OR SIZE
X	PLANT NAME	X GAL OR SIZE
X	PLANT NAME	X GAL OR SIZE



DESCRIPTION OF WORK:

5

This contract encompasses the following work: (examples)

- prepare the lawn area as defined in attached plan by tilling, raking, establishing X% grade and installing xxxx sq.ft of sod (perennial rye blend). This will also include x pounds of lime per xxx sq. ft and lawn starter fertilizer %N-%P-%K plus () at the rate of xx pounds per sq. ft.
- prepare and plant the bed areas as defined in attached plan by adding x units of compost over x sq. ft of soil, tilling, raking, grading and planting the specified plants after owner approval of placement. Planting of all plants which shall include fertilization of all plants at time of planting with xxxx fertilizer, watering in and final grading.
- all planting beds will be covered with a 2" layer of XYZ mulch.
- the installation of a XX zone irrigation system including all piping, fittings, sprinklers, controller and backflow assembly, including the installation permit and testing of the backflow. Sprinklers shall be X brand with a X brand controller with x number of stations.
- etc

6

The work described above shall be completed on or before: ____/____/____ unless xyz circumstances exist whereupon a new completion date will be established.

7

The above work will be performed for the sum of \$XXX.XX and shall be paid in the following manner: (description of payment schedule)

8

GUARANTEE: (IF NONE, STATE THIS CONDITION)

SIGNATURES:

9

_____	_____	_____	_____
CUSTOMER SIGNATURE	DATE	BUSINESS (AUTHORIZED SIGNATURE)	DATE

10

**XYZ LANDSCAPE BUSINESS IS LICENSED WITH THE STATE LANDSCAPE CONTRACTORS BOARD WHICH IS LOCATED AT: 235 UNION ST. NE., SALEM, OR. 97301, LIC # XXXX
PHONE: (503) 986-6561**

DISCLAIMER: THESE 10 ELEMENTS ARE FOR YOUR INFORMATION WHEN WRITING CONTRACTS. THE FORMAT IN WHICH THE INFORMATION IS DISPLAYED ABOVE IS NOT A REQUIREMENT AND DOES NOT NECESSARILY CONSTITUTE A LEGAL CONTRACT FOR YOUR BUSINESS.