

# STEELE DESIGN FIRM



**Client's Name:** Victor and Maria Chang

**Address of Consult:** 1274 Mossy Oak Lane, Bellaire TX 77555

**Phone Number:** 123-456-7890

**Email:** vmchang@outlook.com

Thank you for the opportunity to assist you with your interior design needs. My goal is to assist you in your specific design/decorative needs by staying true to the style of the project, as well as your personal taste and style. This letter of agreement outlines the services, fees, and responsibilities of this firm.

**Scope:**

Remodeling of Kitchen and adjacent family room. The client has expressed the need for assistance from Steele Design Firm in designing a functional kitchen and adjacent family room with the client's requirements of budget, functionality, and aesthetics in mind. It is not expected that I will be selling you the products as part of this agreement. If you choose to purchase the products from me, a supplemental agreement will be prepared.

With the budget of \$100,000 for products (not including design fees), the services below will be provided.

**Design Concept Services:**

1. Measure existing spaces and prepare sketches or take photos of the existing interior.
2. Discuss your specific needs and preferences.
3. Prepare conceptual kitchen plans and adjacent living furniture plans.
4. Make preliminary selections and color schemes for kitchen finishes and equipment and living room furniture and finishes to be purchased, as well as for walls, floors, and window treatments.
5. Prepare a preliminary budget for your project.
6. Review all of the above with you: Client Initial Presentation
7. Adjust preliminary selections and budget and prepare revised presentation: Client Presentation 2
8. Based on Client Presentation 2, adjust any details or final selections.
9. Final Client Presentation

At this time, the clients do not have the need of project managing. The parties understand that this agreement is for Interior Design Concept, Consulting, and Specification Services Only.

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## Compensation:

-In person consulting: Payments are made by the hour. Time tracking starts upon my arrival to the property. I do not charge for my drive time, tolls, and gas costs for consults within a 30 mile radius. Time will be rounded to the nearest 5 minute increment for start and ending time. Time worked during the consult will be paid at the end of the consultation time.

-Virtual consulting: Whether texting, emailing, video conferencing, or any other forms of virtual communications, time will be tracked and logged. An invoice will be sent either separately or in conjunction with other design work.

-Research/ Design Development: Time will be tracked and logged. An invoice will be sent and payment must be made before materials and findings are released.

- Product Specifying- In Person: Time will start upon arrival to the first location and continue through the entire consultation until the last destination, regardless of how many stops are made. If only one location is visited, time and mileage will be set at designer's previous location. I do not charge for tolls and gas costs for shopping for up to 30 miles. Once 30 cumulative miles is met, a fee of \$0.70 per mile is charged to accommodate gas and tolls. An invoice will be sent, and payment must be made before findings are released if designer has shopped alone. If client has joined designer, then payment must be made upon ending of in person product consulting.

- Product Specifying- In Person: Time will start upon arrival to the first location and continue through the entire consultation until the last destination, regardless of how many stops are made. If only one location is visited, time and mileage will be set at designer's previous location. I do not charge for tolls and gas costs for shopping for up to 30 miles. Once 30 cumulative miles is met, a fee of \$0.70 per mile is charged to accommodate gas and tolls. An invoice will be sent, and payment must be made before findings are released if designer has shopped alone. If client has joined designer, then payment must be made upon ending of in person product consulting.

## Payment:

The client agrees to pay the interior designer a fee of \$140 per hour for design work. Regardless of duties performed, my design consultation rate is \$140 per hour. Invoices will be billed weekly and will be sent to the email listed above. Invoices must be paid within a week, before the next invoice is sent out, or design work will be paused until balance is paid. All payments are due ten days after invoice is sent. Late fees will ensue after ten days, with a charge of 20% of the invoice.

Estimated project hours may vary. Estimated hours for design concept services steps 1- 6 to prepare for initial client presentation: 60 hours. Estimated hours for step 7, client adjustments for second presentation: 20 hours. Estimated hours for steps 8 and 9, final adjustments and final presentation: 20 hours. This is an estimated total project hour total of 100 hours, however, project hours shall not exceed 150 hours within this scope.

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## Other Terms Applicable to the Project:

Construction will be handled by Client's chosen contractor. The drawings and specifications are intended for design concept only and cannot be used for construction or architectural purposes. Furthermore, the designer does not accept any responsibility for the design of structural, electrical, plumbing, heating, or other mechanical systems that exist or might be needed for the project.

If at any time the designer or client wishes to pause or end the design consultation process, the client agrees to pay any and all outstanding balances. A pause is defined as 1-2 weeks without needing consultation work.

The client agrees to allow the designer to take and use before and after pictures for marketing, client references, and other appropriate uses. Personal information will not be shared.

Additional services or significant changes outside the Scope of Work, or Areas to be Designed described in this agreement shall be billed to the Client at the hourly rate of \$140 per hour. These services include, but are not limited to, project management, meeting with contractors, on-site, delivery coordination, shopping services, etc.

The drawings and documents prepared by the interior designer remain the property of the design firm and cannot be used by you for any purpose other than the completion of the project by the interior designer and only with her.

## Deliverables:

- Final Design Presentation for reference of project manager
- Finalized Budget
- Documents to include:
  - Floor plan of Kitchen and adjacent Living Room area with millwork and walls
  - Electrical Plan of outlets and lighting
  - Furniture Plan for Kitchen and adjacent Living Room
  - 3 Elevations: 2 of Kitchen walls and 1 of Living Room wall with millwork.

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In Conclusion:

- The designer and client(s) agree that this letter constitutes the complete agreement between the two parties. Both Parties agree that disputes are to be handled by a third-party arbitrator. Your authorized signatures on a copy of this agreement are necessary before we can begin the services described.
- Thank you for the opportunity to work with you!
- I have read and consent to this agreement in its entirety. I will pay the agreed upon rate of \$140 per hour for design work services listed above. I understand that materials and work will not be released until payment is submitted.

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Steele Design Firm

Kali Steele, Designer

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Victor Chang

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Date

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Maria Chang

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Date