



1637 County Route 28 Granville, NY 12832  
(518) 642-3676 Fax (518) 642-1369  
www.mandysnursery.com

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**Letter of Agreement For  
Preliminary Landscape Conceptual Design and Budgeting**

Date: -  
Client: -  
Address: -  
-  
Site Address: -  
Client Phone: -  
-

In order to assure there is a clear understanding between our client and our office, it is our normal procedure to prepare a Letter of Agreement that outlines the extent of our services and the responsibilities of our client. This letter shall constitute the complete and total agreement between yourselves ("Owner" or "Client") and Mandy's Spring Farm Nursery, Inc. ("Mandy's" or "Designer" or "MSFN").

**SERVICES TO BE PROVIDED BY "MANDY'S":**

Our purpose is to facilitate the thoughtful and creative development of a Conceptual Schematic Landscape plan, specifically, a

Property Conceptual Master Plan

We will provide the following as part of this agreement:

- 1) Time necessary for project support (e.g. property measurements, site visits, client meetings, educational assistance, research for design, etc.)
- 2) Drafting of a schematic landscape and hardscape concept tailored to your personalities and lifestyle.
- 3) Preliminary design presentation, using a "rough" plan view design. This presentation offers you the opportunity to give feedback and help make the design fit your budget.
- 4) Presentation of revised schematic landscape design concept. Design will show house located on lot with structures labeled and conceptual planting scheme.
- 5) Specific details/drawings relevant to your project:

Scale drawing of property showing boundaries, property lines and major structures and infrastructure.

Specifically, scale drawing of location garden at:

Conceptual hardscape elements such as walls, walks, patios, terraces and driveways

Conceptual schematic showing major trees and shrubs, structural plantings and general garden areas

Detailed Planting Plans, with plant varieties, quantities, planting size, symbols and key

Detailed landscape irrigation, landscape lighting, and utilities plan.

Detailed grading and site development plan

PLEASE NOTE: Unless specifically noted, Detailed Design/Construction drawings of structures, Landscape Elements and/or like detailed elements are not normally a part of our Conceptual Schematic Plan agreements. If and when you require such detailed drawings these can be prepared for an additional fee. Please see hourly fee schedule on the "worksheet" page provided.