



206.249.9860
waldrondesigns.com
rachel@waldrondesigns.com

RESIDENTIAL INTERIOR DESIGN CONSULTING LETTER OF AGREEMENT

_____, 2015

Dear _____,

Thank you for selecting Waldron Designs, LLC for your interior design project. This letter will confirm our agreement concerning the professional services we will provide for your island residence at _____ (Address).

Waldron Designs, LLC will provide the interior design consulting services outlined in the included Design Program (collectively, the "Services"). Terms for these Services are as follows:

A. Purchasing Services

If purchasing product through the interior designer, a separate Purchasing Agreement will be presented and agreed upon before purchasing begins.

B. Construction/Installation

As might be necessary, the designer will provide counsel and guidance in the selection of necessary contractors to perform required work. Client will enter into any contract for these services directly with the contractor.

Periodic visits to the residence may be made to observe the progress of the work and provide constant communication.

C. Compensation

The fee for design consulting services as per the scope in the Design Program is **\$X,XXX**. Additional services requested by you that are beyond the scope of services outlined in this agreement will be billed separately at **\$115.00** per hour. All payments are due to initiate design services. Hourly services are billed monthly and due 15 (fifteen) days after receipt of invoice. A late charge of 1.5% per month will be added to invoices 30 days past due.

Billing for services shall be in the following manner:

\$XXXX.00- deposit to begin design concept development

\$XXXX.00- deposit to begin design development

\$XXXX.00- deposit to begin contract documentation

\$115.00/hour for purchasing services and on-site observation

During the development of the project, we shall make a reasonable amount of revisions requested by you without additional charge, but if the revisions are requested after approval by you, hourly fees will be incurred.

The hourly fee will cover all interior design consulting services, but does not cover incidental expenses which must be reimbursed by you (samples, copy fees, etc.) The above fees do not include the design of custom made pieces such as custom cabinetry, furniture, upholstery, window treatments, and built-ins unless specified in the Design Program. These charges, if required and specified, will be billed separately at an hourly rate and added to your final invoice.

Method of payment: Check payments are accepted at a discounted rate of **\$100.00** per hour. Credit card payments are accepted at a rate of **\$115.00** per hour.

- Any declined payments will incur a \$25.00 fee and we reserve the right to cease all work until alternative payment arrangements are made.

D. Other Matters

1. The designer does not assume any responsibility for the design of structural, electrical, plumbing, heating, or other mechanical systems that exist or might be needed for the project.
2. 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.
3. We will perform the services described in good faith but cannot responsible for the

performance, quality, or timely completion of work by others. Further, we shall not be responsible for any changes to the project that the client or contractor(s) make without informing the designer.

4. If outside consultants, including but not limited to architects, structural engineers, mechanical engineers and lighting designers are needed for the project, they shall be retained and paid for by you and we shall cooperate fully with these consultants. Such consultants shall be responsible for code compliance in the various areas of their expertise.
5. You are expected to grant reasonable access to the premises for the designer and the designer's agents, as well as to contractors required to perform the agreed-upon work. By signing this proposal, you understand that the peace and privacy of your home may be disrupted for the time required to perform the work.
6. This contract may be terminated for any reason by either the client or the designer, provided 10 (ten) days written notice has been given. In the event of termination by the client, the client will pay the designer for all work done and expenses due up to the date of termination.
7. We shall have the right to document the project in progress and once completed by photography or other means, which may be used for portfolio, blog, brochure, public display and similar publicity purposes. Your name and location may be used in connection with the documentation unless specified to the contrary. All documentation used on our behalf shall be paid by us. In addition, if you document the project, we shall be given credit as the designer of the project if your documentation is released to the public.
8. Product purchases are billed and handled independently of design services. A separate purchasing agreement will be provided if there is interest in purchasing product.

This document will expire after one year. If at that time, design services are needed, a new letter will be drawn up.

It will be our pleasure to begin your project as soon as we have received either digital agreement or a hard copy of this Letter of Agreement signed by you and payment for the deposit. We appreciate your selection of our firm for your interior design project and look forward to working with you.

Sincerely yours,

Waldron Designs, LLC

(owner)

date

date