



April 12, 2023
Mr. and Mrs. Victor Chang
1274 Mossy Oak Lane
Bellaire, Texas

Dear Mr. and Mrs. Chang:

It was a pleasure to meet with you concerning your residence at 1274 Mossy Oak Lane, Bellaire, TX 77555. This letter will serve to validate our agreement regarding the professional services Lawrance House will provide for your residence. We are pleased to submit the following proposal of professional interior design services for the design remodeling of your existing kitchen and adjacent family room in Bellaire, TX.

Lawrance House will provide the following services:

SCOPE OF SERVICE

- A. Programming and Schematic Design Phase**
 - 1. Measure the existing spaces, take photos of the existing interior, and prepare preliminary sketches.
 - 2. Discuss your specific needs and preferences.
 - 3. Inventory existing kitchen equipment that may remain in the remodel.
 - 4. Determine budget considerations.
 - 5. Prepare preliminary schematic layouts for kitchen and family room.
 - 6. Develop preliminary color and material selections regarding walls, floors, and window treatments.
 - 7. Review all the above with you, the client.
- B. Design Development Phase**
 - 1. Finalize space plans showing locations of all walls, furniture, millwork, and built-in equipment.
 - 2. Finalize selections of all materials, finishes, and treatments for furniture, walls, floors, windows, ceilings, and millwork in the kitchen and family room.
 - 3. Finalize lighting specifications for affected areas.
 - 4. Prepare budget of all interior products.
 - 5. Present plans, product specifications, and budget for your approval.
- C. Contract Documents Phase**
 - 1. After final approval of all space plans, furniture layouts, millwork, and product selections: prepare appropriate working drawings and documentation for the remodeling of the spaces. This will include dimensioned floor plans, furniture plans, electrical plans, reflected ceiling plans, and millwork section drawings.
 - 2. All drawings to be shared with your pre-determined contractor prior to construction.

TERMS OF COMPENSATION

The design fee for the interior design and consultation services described above will be **\$5,300**. You will be billed as follows:

20 % upon signing of contract (retainer)	\$1060
40% upon completion of Programming and Schematic Design Phase	\$2120
20 % upon completion of Design Development Phase.....	\$1060
20 % upon completion of Contract Documents Phase	\$1060

You will be invoiced following the completion of each phase listed above. All payments are due within ten (10) days of the receipt of the invoice. Note that payment of a retainer is required prior to the beginning of the project, as listed later in the contract.

Late payments are subject to additional fees. A late payment charge of 1.5% per month will be added to invoices thirty (30) days past due.

ADDITIONAL EXPENSES AND FEES

Additional expenses are the additional services requested by you that do not fit within the approved *Scope of Service* outlined in this letter and will come at additional cost to you. The maximum estimate outlined above does not include client-approved expenses for long-distance telephone charges, out-of-town travel, special renderings, or mock-ups. Note that the designer is not responsible for project management. Any additional services beyond the *Scope of Service* (i.e. site visits, contractor calls, etc.) will also result in additional expenses. These charges, if required, will be billed separately at the interior designer’s hourly rate of **\$115** per hour worked.

OTHER MATTERS

1. All drawings and documentation provided by the interior designer will remain the property of the design firm, Lawrance House, and cannot be used by you for any purpose other than the completion of the project as outlined in this letter of agreement.
2. The interior design services outlined in this letter will be completed by Lawrance House in good faith, but our firm cannot be held responsible for the quality or timely completion of work by others. Furthermore, we shall not be held responsible for any changes to the project that the client or contractor makes without consulting the interior designer.
3. The designer shall not be held responsible for the quality, craftsmanship, or overall appearance of products if you, the client, purchases products other than those specified.
4. You, the client, are expected to allow the designer reasonable access to your residence, as well as any agents required to complete the agreed upon *Scope of Service*. By signing this proposal, you acknowledge that the peace and privacy of your home may be disrupted during the time required to complete the work.
5. This letter of agreement does not include fees for third-party consults required to complete the project. Should the project require consultants, additional contracts for these services will be negotiated separately. All additional contract negotiations must be completed within thirty (30) days following the completion of this contract.
6. This proposal may be terminated by either the client or designer for any reason. In the event of termination by either party, ten (10) days written notice shall be given and the client will pay the designer for all expenses and services completed up to the date of termination. Furthermore, if the proposal is terminated prior to the completion of one of the phases laid out by the *Terms of Compensation*, the client will only be required to pay the designer for the hours completed in that phase.

7. Upon the completion of this project, the designer may require permission to photograph the space(s) for the firm's records. The designer shall not use the photographs for promotional purposes unless additional permissions from the client(s) are granted.
8. Any claims or controversy relating to this project shall be settled by arbitration in the state of Texas. Arbitration shall be in accordance with the rules of the American Arbitration Association. Both parties shall view the decisions of the arbitrator as final and binding.
9. For this project to be completed as outlined in the *Scope of Services*, a signed and dated copy of this contract must be received by the design firm, Lawrance House, no later than May 20, 2023.
10. This letter of agreement is the complete statement of understanding between the client(s) and the interior designer. No other agreements have been made between client and designer other than those outlined in this Letter of Agreement. This agreement can only be modified in writing and shall not be binding unless signed and dated by both parties.

Lawrance House would like to formally thank you for the opportunity to send this proposal and for your selection of our firm. It will be our pleasure to begin your project as soon as we receive a copy of this letter with your approval, signified by both of your signatures below. Work will begin when our firm receives the signed copy of this letter along with a check for the retainer of **\$1060**. We look forward to working with both of you.

Sincerely,

Lawrance House,
Katie Lawrance

Date

(Sole Proprietor)

Victor Chang

Date

Maria Chang