



Design Services Agreement

Date: _____

This agreement is between _____ (client) and Lisa Richards Interiors, Inc..

Outlined below are: the general design process to be followed and the conditions of the design services offered by Lisa Richards Interiors, Inc. Please read and acknowledge your agreement to these terms by signing below.

Our first meeting/appointment is free. It includes an interview, a review of the work to be done and a discussion of a budget for the project.

Retainer/Consulting Fees

At the time of hire this agreement will be signed and a retainer in the set amount of \$ _____ will be collected. The retainer will be held as a design/consulting fee and is **non-refundable**. It will be used and applied toward consulting fees until the project nears completion at which time any remaining balance will be applied toward the balance of any remaining purchases. Consulting is advice given to the client as it pertains to the project that does not result in a direct purchase of tangible merchandise through Lisa Richards Interiors, Inc., including but not limited to space planning, drawing, measuring, arrangement of client's existing furniture or accessories, paint color selection, building material specifications (supplied by a contractor or builder), shopping at retail locations for furniture or accessories (with or without the client). The hourly rate for consulting is \$100.00/hour. Consulting fees will be tracked and billed on a biweekly basis. At this time necessary measurements and photography will be taken for the design process to begin. The project manager will begin working up drawings and gathering furniture and ideas, as previously outlined for presentation purposes. From there, the following meeting(s) will be a presentation of ideas for the space(s) to be worked on, working drawings, paint/material selections, fabric, and furniture options. Changes and/or reselections will be made within a reasonable time frame of three appointments, after which if a decision has yet to be made by the client any time spent on further reselections will be billed on an hourly basis.

Merchandise Purchased

After the initial meetings and when the selection of merchandise has been narrowed down, a formal *Proposal* will be issued to the client, which will detail the specifics about the merchandise to be purchased, including shipping and delivery fees, the amount of deposit required to begin the order, and an estimation of delivery time. *Proposals* will be current and considered active for a period of 30 days from the date issued, after which if the proposed items are not approved for purchase, and the order secured with a deposit, consulting fees will be billed for the time spent on the project to date (including time for meetings, shopping, proposals, etc). Once a *Proposal* is signed off on and a deposit collected the order is **non-cancelable** and **not returnable**. Delivery dates **can not** be guaranteed, and vary greatly by manufacturer. Every effort will be made to ensure that your merchandise is delivered within the time estimated when the order is placed. Any problems with received or delivered merchandise (such as damage during freight or manufacturer's defects) will be resolved within a timely manner. Please understand that Lisa Richards Interiors, Inc. will have to work with the manufacturer to resolve these issues. Again, our best effort will be put forth to ensure any issues are handled in a timely manner. The remaining balance on merchandise after the deposit is applied will be billed prior to delivery. Invoices are due upon receipt.

Delivery/Installation

Delivery and Installation fees will be billed after the merchandise is received and delivered. The service will be marked up to cover our time for setting up the appointments and overseeing the delivery, therefore consulting time for this service will **not** be billed on an hourly basis.

Travel Time/Other Misc. Expenses

Travel time will be billed on an hourly basis for shopping trips **only**. Other time spent traveling outside of the Dallas-Fort Worth Metroplex will be determined prior to any work being done on a project-by-project basis. Expenses for photo processing and printing of large plans and drawings will be reimbursed (no mark up) by the client and billed on a weekly basis.

Understanding the project, process, what is being ordered and when it is expected will insure a good working relationship between the client and designer. Please ask if you have any questions. I look forward to working with you!

Sincerely,



Lisa Richards Arbogast
President

X _____ Client Signature