

# LETTER OF AGREEMENT

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This agreement is between interior designer [NAME OF DESIGNER] of [NAME OF DESIGN COMPANY] and Client [NAME OF CLIENT] hereafter 'The Parties'. The purpose of this agreement is to define the scope of services and the schedule of payments agreed upon by each party.

**DESIGNER**                      Design Company Name  
   Design Company Address

**CLIENT**                         Client Name  
   Client Address

This letter confirms The Parties agreement for the interior design services to be performed by [DESIGN COMPANY] to complete the project at the client's address above. The design conceptions and implementation shall include all interior spaces as follows:

- LIST AREAS COVERED UNDER THE AGREEMENT

Scope of Services shall consist of the following: Complete design concept providing specifications of all finishes and materials; provide floor plan layout of interior spaces and elevation drawings where necessary; selections of fabrics, finishes, furnishings, and window treatments; specification of wall coverings finishes and colours; observe production and fabrication for workroom requirements; observe on site installations; assist in the preparation of the project budget and project schedule; and all other design related criteria for the interior spaces. Design implementation does not include selection of accessories other than during normal shopping for general specification purposes. Additional services shall be billed at the hourly rate of [INSERT FEE]

All purchases made through [DESIGN COMPANY] will be submitted to you for approval and signed authorisation. All purchases will require a deposit (usually 50%) prior to the placement of such orders. The balance of payment is due upon notification of delivery of merchandise.

Note: Designers role is to expedite and double check your purchases and to follow up in case of loss or damage. Please bear in mind that while we do everything to keep deliveries on schedule, we cannot answer for those vendors who do not make promised delivery dates.

Drawings, specifications and schedules are and shall remain the property of [DESIGN COMPANY] whether the project for which they are made is executed or not. You shall be permitted to retain copies of your drawings and specifications for information and reference in connection with your use and occupancy of the project. You shall not use the drawings and specifications on other projects, for additions to this project, or for completions of this project by others (provided we are not in default of this agreement), except by agreement in writing.

You shall indemnify and hold us harmless from all claims, damages, losses or expenses arising out of or resulting from any use by you or our designs, drawings and specifications and schedules on other projects, for additions to this project, or for completions of this project by others, whether we have authorised such use or not.

Designer reserves the right to take photographs of the project areas prior to, during, and at the completion of the project with due respect to the client's privacy. The client's identity shall remain confidential and shall not be disclosed to any third party without prior consent of the client. Designer shall be named and credited if any descriptions or photographs of the project are published.

The agreement may be terminated by either party upon written notice should the other party substantially fail to perform in accordance with the terms of this agreement. The designer shall be compensated for services performed prior to notice of suspension at an hourly rate of [INSER FEE].

Remuneration for design services shall be governed by the following compensation guidelines:

- For the professional services previously described, the designer’s remuneration shall be [INSERT FEE] to be billed on a bi-monthly basis or on completion of the project, whichever occurs first.
- Any disbursements made by the designer on behalf of, or requested by the client shall be billed to the client on bi-monthly basis or on completion of the project, whichever occurs first.

Payment may be made by [INSERT PAYMENT OPTIONS]

**Client:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Designer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DESIGN COMPANY**