

Letter of Agreement

DATE

This agreement is between _____
and _____.

Client:

_____	_____
_____	_____
_____	_____

Designer:

_____	_____
_____	_____
_____	_____

This letter confirms our agreement for interior design services to be performed by _____
at _____.

The purpose of this agreement is to define the scope of work and the schedule of payments agreed upon by each party.

The design concept and implementation shall include all interior spaces as described in the scope of work, below.

Areas to be Designed -

Scope of Work -

Design implementation does not include selection of accessories other than during normal shopping for general specification purposes.

Fee:

For the professional design services and merchandising package previously described, _____ shall receive a fixed fee of \$_____.

Terms:

Initial payment of (50%) \$_____ shall be made upon execution of this agreement.

Final payment of (50%) \$ _____ shall be made upon _____ presentation approximately _____ days from the signing of this agreement.

Additional services outside the scope of this agreement, provided by _____ shall be billed to the Client at the hourly rate of \$ _____ per hour for designer. These services include, but are not limited to, project management, meeting with contractors on-site, delivery coordination, shopping services, etc.

Purchasing:

At Client’s request, merchandise will be purchased by _____ and a separate purchasing agreement will be presented to Client for approval, signature and payment.

Purchase orders will not be issued until the Client has approved, signed and returned a copy of the written purchasing agreement to the Designer, along with the indicated deposit or payment.

Cancellation:

Either party, upon written notice may terminate this agreement, should the other party fail to perform in accordance with the terms of this agreement. _____ shall be compensated for all purchases made on behalf of client, and all design services performed prior to notice of such termination at the hourly rate of \$_____ per hour for designer.

Acceptance:

Client: _____ Date: _____

Client: _____ Date: _____

Designer: _____ Date: _____