



LETTER OF AGREEMENT

This agreement is between _____, and Speas Interior Design. The purpose of this agreement is to define the Scope of Work and the schedule of payments agreed upon by each party.

Client: Name _____ Phone _____
 Street _____ Phone #2 _____
 City/State _____ Fax _____

Designer: Speas Interior Design 719.685.0144 | Office
 3065 Cedar Heights Drive
 Colorado Spring, CO 80904 719.685.0191 | Fax

PROJECT DESCRIPTION:

Thank you for your interest in Speas Interior Design. This letter confirms our agreement for Interior Design services to be performed for work to be completed on your home located at _____

AREAS TO BE DESIGNED:

SCOPE OF WORK:

DESIGN FEE:

For the Scope of Work previously described, Speas Interior Design shall receive a fixed fee of \$ _____

TERMS:

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



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- o Final payment of (50%) \$_____ shall be made upon preliminary review presentation approximately 30 days from the signing of this agreement.

Additional services or significant changes outside the Scope of Work, or Areas to be Designed described in this agreement, provided by Speas Interior Design, shall be billed to the Client at the hourly rate of \$110 per hour for Senior Designer and \$150 per hour for Principal Designer. These services include, but are not limited to, project management, meeting with contractors, on-site, delivery coordination, shopping services, etc.

The parties understand that this agreement is for Interior Design Consulting and Specification Services Only.

PURCHASING SERVICES:

- At Client's request, merchandise will be purchased by Speas Interior Design, 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.
- Client may elect to purchase merchandise directly from retail vendors, however, billing disputes, delivery schedules, and quality issues arising from these purchases remain the sole responsibility of the Client. Upon request, Designer will assist Client in solving problems, and bill accordingly for time used.

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. Speas Interior Design shall be compensated for all work performed prior to notice of such termination at the hourly rate of \$110 per hour for Senior Designer and \$150 per hour for Principal Designer.



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OTHER MATTERS:

1. We will perform the services described in good faith, but cannot be 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 any other parties of the construction process make without informing the Designer.
2. Reasonable access to the premises will be required for the designer and designer's agents 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.
3. All invoices must be paid within 30 days of receipt or a 1.25% per day (18% per annum) fee will be added to the total due.
4. Upon completion of the project, the designer may require permission to photograph the project for the firm's records. The interior designer shall not use the photographs for promotional purposes without permission of the client.
5. This agreement is the complete statement of understanding between the interior designer and the client. No other agreements have been made other than those stated in this agreement. This agreement can only be modified in writing and signed by both parties.

ACCEPTANCE:

Client: _____

Date: _____

Client: _____

Date: _____

Designer: _____

Date: _____