



DESIGN RETAINER AGREEMENT

DATE: _____

PROJECT NAME: _____

CLIENT: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

Concept II, Inc. Design Retainer fee represents payment for design services for kitchens, baths or other areas of the home requiring construction planning or cabinetry. The initial consultation meeting in our showroom or at your home is at no charge. This meeting is aimed at assessing the scope of work, educating you on our services and products, and determining a working relationship. Upon agreement and payment of the retainer fee, the design process will commence.

AGREEMENT:

This retainer, in the amount of \$500.00, has been accepted by Concept II, Inc. to develop a concept drawing and budget pricing for the project indicated above. Based upon receipt of the retainer, Concept II, Inc. will consult with the client and assess the client’s needs, measure and photograph the project area, create a concept drawing and budget pricing for the project indicated above. Please note that architectural or structural specifications, renderings or drawings are not included.

Upon approving the conceptual drawings and budget pricing, an additional payment of \$1,500.00 will be due to continue the process. Based upon receipt of this additional retainer, Concept II, Inc. will provide architectural drawings, renderings and complete pricing for the project indicated above.

Should the client decide not to enter into a purchase agreement for this project with Concept II Inc. the retainer amounts will not be refunded and will constitute a design fee for consultation. Any plans or drawings will remain the property of Concept II, Inc.

By signing this agreement, I understand that all drawings, concepts and renderings will not be released to me prior to the signature of the contract.

By signing this agreement, I understand this retainer is nonrefundable and will be applied toward the cost of the project upon signature of the contract.

CLIENT: _____

DATE: _____

CONCEPT II, INC.: _____

DATE: _____