

**Letter of Agreement
EXAMPLE**

September 30, 2014

This agreement is between Stellar Design Group and Robert and Mary Jones.

Client: Robert Jones C. 404-627-1189
Mary Jones C. 404-829-0021
H. 404-237-8819
PO Box 12475, Scottsdale, AZ 585247

Designer: Susan Green, ASID c. 404-734-9905
Stellar Design Group o. 404-687-3477
14227 N Hayden, Scottsdale, AZ 85231

This letter confirms our agreement for interior design services to be performed by Susan Green of Stellar Design Group at the residence of Robert and Mary Jones at 10997 E Grey Hawk Drive, Scottsdale AZ 85221.

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 – Master bedroom, master closets and master bath and adjacent patio area.

Scope of Work – Stellar Design Group will create a master bedroom design concept that embraces a tranquil, relaxing spa theme and using a color scheme based in aqua and deep blues. I shall provide a remodeling plan for the master bath that will incorporate a large walk in shower, new vanity millwork, all new finishes incorporating natural stone and mood and task lighting. New furnishings for the master bedroom and patio will continue the spa theme. All of this will be selected with your \$120,000 budget in mind.

To get started, I will provide 3 possible space plans for you to choose from. Then I will go to work researching the construction finishes, after that the furniture and fabrics to complete the picture. I will provide up to 3 selections for each item for you to choose from. We are planning on 4 design presentation meetings and 1 shopping trip. You can expect to meet with once every two weeks for decisions to move your project forward.

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, Stellar Design Group shall receive a fixed fee of \$13,200.

Terms:

Initial payment of (50%) \$6600 shall be made upon execution of this agreement. Final payment of (50%) \$6600 shall be made upon the schematic presentation approximately 45 days from the signing of this agreement.

This agreement for design services shall terminate on November 30, 2014 or 60 days from date of execution, whichever is later.

Additional services outside the scope of this agreement, provided by Stellar Design Group shall be billed to the Client at the hourly rate of \$125 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, finish materials, fixtures and furniture will be purchased by Stellar Design Group 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, Susan Green, Stellar Design Group 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 \$125 per hour for designer.

Acceptance:

Client: _____ Date: _____

Client: _____ Date: _____

Designer: _____ Date: _____

NOTE: This is a template for a basic Letter of Agreement. We highly advise you show this to your attorney to ensure you’re protected in your jurisdiction.