

LETTER OF AGREEMENT

Written to address the standard issues that arise in a residential project this document articulates the needs for everyone in the project. It is formatted in a written-letter style, not intimidating but easy to read while being legally binding.

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22 January 2008

Mr. & Mrs. Client
123 Main Street
Tulsa, MO 12345

Dear Mr. & Mrs. Client,

It is with pleasure that we are presenting this letter of agreement for your consideration. After meeting you and touring your lovely home, we realize that your design needs and our talents are a perfect match. To make sure that you receive the best service possible, we have outlined your project below according to the direction you have provided.

We will provide comprehensive interior design services for your entire residence consisting of 5,000 square feet of space. At the present time, your exterior living space including the pool and guest cottage will not be included in this agreement.

In order to prepare for this project, we will conduct an initial design study to determine your design preferences and requirements. We will prepare drawings and other materials to generally illustrate our suggested interior design concepts, and include color schemes, interior finishes, wall coverings, floor coverings, ceiling treatments, lighting treatments and window treatments. We will then prepare layouts showing location of movable furniture and furnishing. Additionally, we will prepare schematic plans for recommended cabinet work, interior built-ins and other interior decorative details.

Upon your written approval of the design concepts, we will, as and where appropriate, select and/or specially design required interior installations and all required items of movable furniture, furnishings, light fixtures, hardware, fixtures, accessories and the like. We will also prepare and submit for your approval proposals for completion of interior installations and purchase of merchandise.

Merchandise and interior installations to be purchased through INSERT will be specified in a written proposal and submitted in each instance for your written approval. Each proposal will describe the item and the price you need to pay to have it delivered to your home. No item can be ordered until you approve the proposal and provide the requested initial payment. The balance will include delivery, shipping, handling charges and applicable taxes, and is payable when the item is ready for delivery to your residence, or to a subsequent supplier for further work that may be required by the design. Proposals for fabrics, wall coverings, accessories, antiques, and items purchased at auction or at retail stores require full payment at time of signed proposal. Any purchases made during the course of this project, whether or not purchased by our firm, will be included in the overall budget on which our fees are based. Designer cannot guarantee that actual prices for merchandise and/or interior installations or other costs or services will not vary either by item or in the aggregate from any proposed budget.