|  |
| --- |
| KOSTDesign • Münzstr. 10 • D-10178 Berlin |
| {{ client\_firm }}  {{ client\_address }} |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BERLIN, DEN**  {{ today\_date}} | **SUBJECT**  {{contract\_no}} Estimate {{ contract\_name}}  For the project {{project\_no}} - {{ project\_name}} | | | |
| **PROJECT**  {{ project\_no}}  {{ project\_name}}    **VALID UNTIL**  {{ valid\_until}} | Dear Sir or Madam,  Thank you very much for your interest in our offer. Attached you will find a detailed list of the services discussed. | | | |
| Total amount net |  | {{net\_contract}} € |  |
| VAT {{vat\_percentage}}% |  | {{tax}} € |  |
|  |  |  |  |
| Total amount gross |  | {{gross\_contract}} € |  |
|  |  |  |  |
|  | We hope our offer meets your expectations and we are available for any questions you may have. The commissioning will only take place upon the conclusion of an architectural contract. | | | |
|  | Sincerely  Benjamin Koziczinski | | | |
|  |
|  |

# **Scope of work**

[[SCOPE\_OF\_WORK]]

**{% endif %}**

**Calculation of services**

| **Service** | **Quantity** | **Unit** | **Fee / Unit** | **Fee for services** |
| --- | --- | --- | --- | --- |

{% for section in contract\_sections %}

|  |  |  |
| --- | --- | --- |
| {{section.section\_serial }}. {{ section.section\_name }} |  | **{{section.net\_section}}** € |

**{% for item in section.Item %}**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| {{ item.Item\_serial }} | {{ item.Item\_name }} | {{ item.quantity }} | {{ item.unit }} | {{ item.rate }} €/{{ item.unit }} | {{ item.total }} € |

**{% if item.description %}**

|  |  |  |
| --- | --- | --- |
|  | {{ item.description}} |  |

**{% else %}**

**{% endif %}**

**{% endfor %}**

**{% endfor %}**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sum of services** |  |  |  |  |  | **{{sum\_of\_items}}** € |

**{% if additional\_fee\_percentage %}**

**Additional Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| Additional costs | Sum of services | {{ additional\_fee\_percentage}}% | **{{additional\_fee\_value**  **}}** € |

**{% endif %}**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Calculated total fee** |  |  |  | **{{net\_contract}}** € |

**Proposed Estimate**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Net Proposed Estimate** |  |  |  | {{net\_contract}} € |
| VAT {{vat\_percentage}}% |  |  |  | {{tax}} € |
| **Gross Proposed Estimate** |  |  |  | **{{gross\_contract}}** **€** |

**{% if terms\_conditions == "Studioprojekte" %}**

**Terms & Conditions**

**Provision of Planning Documents and BIM Data**  
The client shall provide 3D project models in suitable formats (preferably .3dm or .rvt, but at least .dwg). If such models are not available or are incomplete, the necessary additional modeling services will be billed on an hourly basis according to the hourly rates listed below. Collaboration will preferably take place using Building Information Modeling (BIM), preferably in the IFC exchange format. Timely and comprehensive cooperation from all project participants, particularly design architects and MEP planners (HVAC), must be ensured.

**Coordination with Specialist Planners and Project Participants**  
All relevant documents and information must be provided immediately by the design office upon request to ensure smooth operations. Reviewing detailed plans, particularly concerning acoustic requirements and other specialized planning content, is part of our service.

Changes to the design after binding approval of layouts/floor plans that impact our further planning will be additionally charged based on time spent (hourly/daily rates). This includes adjustments required due to subsequent planning changes by other project participants (e.g., specialist engineers, interior designers, client representatives).

**Participation in Construction Meetings**  
Participation in construction meetings is generally conducted via video conferencing. Should on-site meetings be necessary, they must be agreed upon separately and will be billed based on effort (travel and accommodation costs as outlined below).

**Payment Terms**  
A deposit of 50% of the agreed fee must be paid before the commencement of services. For services billed at hourly or daily rates, the advance payment will be based on a previously agreed cost estimate.  
Additional services that go beyond the originally agreed scope of services will be billed at the applicable hourly or daily rates.  
All prices are quoted exclusive of statutory VAT unless otherwise stated. Payment is due without deductions within 14 days of the invoice date, unless otherwise agreed.

**Hourly and Daily Rates (2025)**

*Hourly Rates:*

* Management 250 €/h
* Specialist Planner 185 €/h
* Project Management 165 €/h
* Construction Supervision 165 €/h
* Computational Architect 155 €/h
* Architect 145 €/h
* Construction Technician 135 €/h
* Draftsman 115 €/h

*Daily Rates (Consultation):*

Management: 2.000 €/Tag

Specialist Planner: 1.300 €/Tag

Project Manager: 1.100 €/Tag

The rates mentioned apply to regular working hours on weekdays (Mon–Fri). Surcharges may be agreed upon for services outside regular working hours (e.g., weekends, public holidays, night shifts) or in cases of increased effort.

**Travel and Accommodation Costs**

**Travel Time:**

* For appointments lasting one consultation day, an additional half daily rate will be charged for travel time within Germany.
* For two or more consecutive consultation days, travel time within Germany is included in the daily rate.

**Travel Expenses:**

All travel-related costs (transportation, accommodation, meals, and other incidental expenses) will be billed to the client. If the organization of travel arrangements is not handled by the client, it will be managed by us. All incurred costs will be billed subsequently and are payable upon receipt of the invoice. All train travel within Germany will be in first class.

**Flights:**

* Flights under 2 hours: Economy Class
* Flights between 2 and 5 hours: Premium Economy Class
* Flights over 5 hours: Business Class

**{% else %}**

**Terms & Conditions**

**Provision of Planning Documents and BIM Data**  
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The commissioning of a surveyor for clarification of missing dimensions or additional measurement creation is also required.

**Coordination with Specialist Planners and Project Participants**  
All relevant documents and information must be provided immediately by the client upon request.  
Changes to the design after the binding approval of layouts/floor plans will be charged based on time spent (hourly/daily rates). This particularly applies to adjustments required due to subsequent planning changes stemming from new requirements by specialist planners.

**Copyright and Photo Rights**  
The planning documents, models, drawings, and details created as part of the project are protected by copyright and remain the intellectual property of the planning office. Any transfer, modification, or other use requires express written consent. The planning office is permitted to take photographs of the interior and exterior areas during construction and after the completion of the project and use them without restriction for its own publications, references, and marketing purposes. Access must be granted.

**Payment Terms**  
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