

Letter of Agreement for Residential Project

July 2, 2021

This agreement is between AK Design company and Mr. & Mrs. Chang

Client: Victor Chang and Maria Chang

Address: 1274 Mossy Oak Lane, Bellaire, TX 77555

Designer: Thoa Nguyen

Company: AK Design

Company address: 112 west lake Road, Houston, TX 77483

This letter confirms our agreement for interior design services to be performed by Thoa Nguyen and/or AK Design at the residence of Victor and Maria Chang at 1274 Mossy Oak Lane, Bellaire, TX 77555.

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 the remodeling of the kitchen and adjacent family room. The construction phase of the project and the dimensions will be managed and verified in the field by the contractor who has been selected by Victor and Maria Chang.

The services

1/ Meeting with the clients to establish the scope of the project and the design direction based on the client's goals.

2/ Concept development includes:

- Take measurement at the site and/or get the construction drawing from the previous architect
- Space planning
- Design development
- Choosing color and materials
- Choosing FF&E

3/ Concept Presentation to client for review

4/ Revisions to concept based on the previous review from client

5/ Concept presentation for the final approval

6/ Release of drawings to the client and the contractor

7/ On site meeting with contractor and/or the client

8/ Job report during the construction to client

Payment Terms

Initial payment of 50% shall be made upon the signing of this agreement. Final payment of 50% shall be made upon the delivery of schematics and presentation approximately 90 days from the signing of this agreement. Payments can be checks or debit/credit cards.

Additional design services outside the scope of work on this agreement will be billed to the client at the hourly rate of \$50/hour. These services include, but are not limited to project management, meeting with contractors on-site, delivery coordination, shopping services, etc.

Cancellation:

This agreement can be terminated in the event that either party fail to uphold the term. A phone call or in person meeting and a written notice are required to explain the reasoning. AK Design will be compensated for all design services performed prior to notice of such termination at the hourly rate of \$50 per hour for designer. AK Design shall also be compensated for all outstanding balances on purchases made on behalf of client.

Sincerely yours,

AK Design

Anthony Kinde

(Owner)

Thoa Nguyen

(Designer)

Victor Chang

(Client)

Maria Chang

(Client)

Reflection on the Importance of Design Contracts in the Design Field

An interior design contract agreement form that will serve as a signed bond between both the client and the interior designer. A contract agreement must include well-detailed instructions on what the project will involve, how it will be implemented, and the modalities involved. It must have the signatures of both parties where they agree to accept all terms and conditions mentioned, in accordance with the interior design project.

Signing a formal contract agreement is very important. There have been many instances where the client is unpleasant with the service provided and finds that because he or she did not sign a tight agreement with the interior designer. Even more importantly, when a client sees that you have a polished contract, they'll have more confidence in your abilities. They can depend on you, and are more likely to use your services again in the future.