

Residential Interior Design Service Agreement

INTRODUCTION

This Interior Design Contract is entered into this **[Date]**, by and between **[Client's Full Name]**, hereafter referred to as the "Client," and **[Rickae McCotter]**, hereafter referred to as the "Designer." This contract sets forth the terms and conditions under which the Designer will provide interior design services for the specified project. Both parties acknowledge and agree to the terms described herein.

This Interior Design contract may be terminated under two conditions: Once the project is completed or if the Designer and/or Client are not satisfied and would like to discontinue services. Although the contract may be terminated for unsatisfied services, the client is still subject to fulfilling all payment terms for services already rendered.

SERVICE OVERVIEW

This is a loose overview of the various stages within the design process. The services to be rendered will encompass, but are not limited to:

- The Client will book an online consultation via sincerelykaydesigns.com. This consultation is an initial introduction between the Designer and the Client, and provides the Client with a space to ask general services questions based on the requirements outlined in this Contract. During this call, both the Designer and Client can decide if they will proceed with services.
- The Designer will perform an in-home consultation and walkthrough of the space. During this walkthrough, the Designer will draw a floor plan, take measurements, take photos/video of the space, and address any remaining questions about the project.
- The Designer will use project details to create a 2D or 3D design board(s) at the request of the Client. The Designer will work with the Client to complete draft boards until there is an approved final design board.
- The Designer will produce a detailed Inventory List (Price Sheet) with information on project budget, material selections, dimensions, purchasing links, etc. Once approved and funds are received from the Client, the purchasing process may begin.
- The Designer will conduct "Installation Weekend" tasks in preparation for Staging Day. Includes painting, repairs, assembly, etc., to get us to final staging and Client reveal.
- The Designer will take photos of the staged space, share them with the Client, and post them to social media.

The exact details for services will be further defined once the Designer and Client have met to discuss the project.

PROJECT TIMELINE

The Designer and Client will adhere to milestones and associated deadlines outlined in the Business Invoice, to ensure the successful completion of the project. The Client must understand that deviations from the agreed-upon Business Invoice may result in the delay of project completion. Any modifications to the timeline will be communicated in writing (via email or text) with acknowledgement and acceptance from both parties.

DESIGN PACKAGES

These services are dependent on specific project needs and will vary for each Client. The Designer will let the Client know which services are applicable. Please note, pricing for each section is listed as a per-room rate.

INTERIOR DESIGN PACKAGES

starting at
\$520

BRONZE

Phone Consultation
Inventory List (Price Sheet)
In-Home Consultation
Installation/Staging
Travel

starting at
\$550

SILVER

2D Design Board
Phone Consultation
Inventory List (Price Sheet)
In-Home Consultation
Installation/Staging
Travel

starting at
\$580

GOLD

3D Design Model
Phone Consultation
Inventory List (Price Sheet)
In-Home Consultation
Installation/Staging
Travel

Gold: Includes multiple 360-degree views of the room being designed, creating a realistic model of the space (Two additional edits free of charge).

Silver: Includes a two-dimensional view of the room being designed creating a quick view of the materials and a small selection of the products being used (One additional edit free of charge).

Bronze: No visual representation of space, only a price sheet with product details.

ADDITIONAL SERVICE OPTIONS

- **Expedited Project Completion Fee: \$100**
 - Fee is automatically applied to projects with deadlines shorter than 2-months.
 - These expedited projects are considered those that need to be completed within a time frame of less than 60 days.
- **Painting: \$200 - \$300**

- **\$200** for small rooms (i.e., powder rooms, closets, small hallways), **\$250** for medium-sized rooms (i.e., bedrooms, bathrooms, laundry rooms), and **\$300** for large rooms (i.e., master bedrooms, living rooms, extensive hallways).
- The Designer will let the Client know what room type once the in-home consultation has been completed.
- The Client is always responsible for purchasing paint for their project. The Client is responsible for buying all associated paint supplies and materials, unless they are willing to pay an equipment rental fee.
- **Equipment Rental Fee: \$40**
 - Daily rental fee. For Clients who do not want to purchase their own installation/removal equipment. The Designer will provide the necessary equipment.
 - Specifications vary by project. Includes, but is not limited to: masking tape, paint rollers/brushes, finishing nails, floor coverings, primers, etc.

PAYMENTS & FEES

For the design services provided, the Client agrees to compensate the Designer. The compensation below is strictly for services paid to the Designer and does not include any payments towards the Client's specified project (Inventory List). Payment due dates are shown on the Business Invoice document.

- **Booking Fee:** A non-refundable amount of \$40 to book a phone consultation with the Designer.
- **Retainer Fee:** A non-refundable fee of 25% of the total service amount, payable upon signing of this Contract, to secure the Designer's commitment to the project and perform the in-home consultation.
- **Milestone 1 Payment:** 25% of the total service amount, due once the design is approved by the Client, to initiate the Designer's sourcing for materials and products.
- **Milestone 2 Payment:** 25% of the total service amount, due once the Inventory List (Price Sheet) is approved by the Client, to begin ordering materials and products.
- **Final Payment:** 25% of the total amount due once the "Installation Weekend" timeline has been agreed upon and other staging arrangements are made.
- **Late Payments:** Design service payments not received on each identified due date will be subject to a \$10 late fee for each day the payment is late. Continued non-payment may result in cessation of services or legal action.
- **Additional Fees:**
 - **Secondary Resource Gathering:** A non-refundable amount of \$80 will be incurred if 5 or more items on the Inventory List (Price Sheet) become unavailable and/or pricing increases, due to the Client's negligence in purchasing in a timely manner. The Designer will be required to reevaluate the Inventory List (Price Sheet), sourcing new materials and products.
 - **Cleaning Fee:** A non-refundable amount of \$40 will be incurred if the space is dirty, cluttered, or messy and delays the Designer.
- **Payment Options:** The Client must send payment via Zelle, Apple Pay, or Venmo. We do not accept Cash App or PayPal.

CLIENT RESPONSIBILITIES

For the successful completion of the project, the Client agrees to the following:

- **Finance Your Project:** Provide additional separate payments for all equipment, materials, selections, and products listed in the Inventory List (Price Sheet) for your specified project. This does not include the agreed-upon payment schedule detailed in the "Payment and Fees" section of this Contract.
- **Access:** Ensure timely, clean, and unrestricted access to the property or spaces involved in the design process, as required by the Designer.
- **Feedback:** Provide timely feedback, approvals, or rejections concerning the design proposals, material selections, and other project-related decisions.
- **Information:** Provide the Designer with information when asked and adhere to all specifications within this contract.
- **Payment:** Adhere to the agreed-upon payment schedule detailed in the "Payment and Fees" section of this Contract. The Client has 24 hours to request a refund for services. Once the 24 hours have expired, there are no further refunds.
- **Cooperation:** Collaborate actively with the Designer and any other professionals involved, maintaining open communication and mutual respect.
- **Liability:** If the Client uses alternative techniques, equipment, or other methods outside those of the Designer, they must understand the Designer is not responsible for issues with that aspect of the project. The Client will need to sign a liability agreement.
- **Effective Communication:** If the Client is confused, uncomfortable, or unsure of certain aspects of the project, they are fully responsible for communicating that with the Designer.

Failure to meet these responsibilities may result in delays, increased costs, or other project complications.

DESIGNER RESPONSIBILITIES

For the successful completion of the project, the Designer agrees to the following:

- **Professionalism:** Provide services with the utmost professionalism, adhering to industry standards and best practices.
- **Timely Deliverables:** Ensure that all deliverables are provided within the stipulated timeframes, barring unforeseen circumstances.
- **Transparency:** Maintain open communication with the Client, providing regular updates on project progress and promptly addressing any concerns or queries.
- **Quality Assurance:** Ensure that all design solutions meet or exceed the agreed-upon quality standards and fulfill the Client's requirements.
- **Respect Budget:** Adhere to the project's budget constraints (Inventory List), discussing and seeking approval for any potential additional expenses.
- **Coordination:** If necessary, coordinate with third-party contractors, vendors, or other professionals, ensuring seamless integration of all services for the project's success.

COMMUNICATION & EXECUTION

Communication between the Design and the Client should stay within business hours (Weekdays: 10:30 am – 6:30 pm; Weekends: 11:00 am – 3:00 pm). The Designer will use weekends for project needs so things can stay on track, but will usually handle communications during the week. The Client can send emails, texts, or make calls to the Designer at any time, but a response is not guaranteed outside of the specified business hours. If the Client has an urgent need, they must let the Designer know 24-48 hours ahead of time so the Designer can schedule a response accordingly.

The Designer has 24-48 hours to respond to email, phone, and text communication from the Client. There may be other design projects the Designer is working on; therefore, there may not always be an immediate response to questions from the Client.

Design boards/Inventory Lists (Price Sheets) typically take a week to complete, but timelines may change based on the Designer's project schedule. If there is an issue with completing a task, the Designer will communicate issues with the Client. The Designer will also work with the Client to determine project details for all stages of the project.

For an additional fee, there is an option for expedited project timelines. Due to the quick turnaround for project completion, the Designer is not able to simultaneously take on any additional clients; therefore, a fee is incurred. Expedited projects are those that have a timeline **shorter** than 2-months. The timeline of a project begins on the day the "Retainer Fee" is received and ends on the agreed-upon "Installation Weekend" date. Fees for this service are specified in the "Additional Service Options" section.

ACKNOWLEDGEMENT & ACCEPTANCE

Client Consent: "I hereby acknowledge that I have read, understood, and agree to the terms of this contract and have the right to terminate the contract if the Designer becomes difficult or unprofessional in any way, with the understanding that services already rendered are non-refundable."

Full Name: _____

Signature: _____

Date: _____

Designer Consent: "I hereby acknowledge that I have read, understood, and agree to the terms of this contract and have the right to terminate the contract if the Client becomes difficult or unprofessional in any way."

Full Name: _____



Sincerely, Kay Designs L.L.C.

Signature: _____

Date: _____