Letter of Agreement for Interior Design Services

Date: 10/24/2024

Client: Victor and Maria Chang

Project Address: 1274 Mossy Oak Lane, Bellaire, TX 77555

Designer: Shahama Alsaati, Interior Designer

Dear Mr. and Mrs. Chang,

I am truly grateful for the opportunity to assist with the design of your kitchen and family room remodeling project. It was a pleasure meeting with you last week and discussing your vision for transforming your home. I am eager to collaborate with you in creating a space that aligns with your needs and aesthetic preferences. Enclosed is the Letter of Agreement, which outlines the scope of services I will provide, along with the terms and conditions for our work together.

**Scope of Work**  
I, Shahama Alsaati, will provide the following interior design services for the remodeling of your kitchen and adjacent family room, which is approximately 500 square feet:

* Visit your home to assess the space, understand your preferences, and discuss your vision for the design.
* Develop mood boards, design concepts, and color palettes that include recommendations for flooring, cabinetry, countertops, backsplash, lighting, paint colors, and furnishings, along with optimized layout options to maximize the functionality of the space.
* Provide detailed specifications for materials, finishes, fixtures, furniture, and custom cabinetry, including drawings to guide your selected contractor.
* Create a balanced lighting plan that covers ambient, task, and accent lighting, ensuring the space is well-lit and functional.
* Source furniture, textiles, and accessories for the family room that align with the design vision.
* Collaborate closely with your chosen contractor during construction to ensure accurate implementation of the design.
* Present a complete design package, including all drawings, selections, and specifications, for your approval before we proceed with the implementation.

**Exclusions**

The following items are excluded from this agreement:

Construction management or supervision (provided by the client's selected contractor).

Structural changes or modifications to the existing space.

Permit applications and fees.

Procurement, delivery, and installation of materials, furnishings, or fixtures.

**Compensation**

Design Fee: A flat design fee of [$12000] will be charged for the above services, payable in three installments: 50% upon signing this agreement, 25% upon completion of design concepts and specifications, and 25% upon final design presentation.

Revisions: Two rounds of revisions are included in the design fee. Additional revisions will be billed at an hourly rate of [$60 per hour].

**Timeline**

The estimated timeline for the design phase is [10 weeks], beginning upon receipt of the signed agreement and initial payment. Any delays in client approvals or changes to the scope of work may affect this timeline.

**Client Responsibilities**

Provide access to the project site as needed.

Share all necessary information about the contractor, timeline, and any existing conditions.

Approve design concepts, materials, and plans in a timely manner to avoid delays.

**Termination**

Either party may terminate this agreement with written notice. In the event of termination, the Client will be responsible for payment of all work completed up to the termination date.

**Agreement**

This Letter of Agreement constitutes the entire understanding between the Client and Designer. By signing below, both parties agree to the terms outlined above.

Client:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Victor Chang

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Maria Chang

Designer:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Shahama Alsaati

Design contracts, like a Letter of Agreement, are essential in the interior design field because they set clear expectations and define the responsibilities between the designer and the client. They outline the scope of work, timelines, and payment terms, making sure that everyone is on the same page from the start. This helps prevent misunderstandings and ensures that both parties know what to expect throughout the project. A solid contract also acts as a roadmap, guiding the project from the initial planning stages through to the final design, while protecting both the designer’s interests and the client’s needs.

Beyond the practical details, a design contract also helps build trust between the designer and the client. By being transparent about the services offered, costs, and how changes will be handled, it sets a professional tone for the working relationship. This kind of clarity is key for navigating any adjustments or unexpected challenges that might come up during the project, ensuring that the designer is compensated, and the client understands the impact of changes. Overall, a design contract is a valuable tool that promotes professionalism, smooth communication, and positive experience for everyone involved.

Work Cited

“Free Template: Interior Design Contract & Guide.” *Houzz*, [www.houzz.com/pro-learn/blog/startup-guide-interior-design-contract-with-free-template. Accessed 22 Oct. 2024](http://www.houzz.com/pro-learn/blog/startup-guide-interior-design-contract-with-free-template.%20Accessed%2022%20Oct.%202024).

“[Free Template] How to Write a Stellar Interior Design Contract.” *Mydoma Studio*, 5 July 2023, mydomastudio.com/blog/interior-design-contracts/.