

Letter of Agreement



Phyo Thant, Interior Designer

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Victor and Maria Chang

1274 Mossy Oak Lane

Bellaire, TX 77555

Dear Mr. and Mrs. Chang,

It was a pleasure meeting with you and discussing your kitchen and family room remodeling project. I am excited about the opportunity to work with you and bring your vision to life. This Letter of Agreement outlines the interior design services that will be provided by Thant Design Studio.

A. Scope of Work

The Designer agrees to provide interior design services for the project, including:

- Initial consultation and programming
- Concept development and design direction
- Space planning and layout (kitchen + family room)
- Selection of materials and finishes (flooring, cabinetry, countertops, paint, lighting)
- Furniture, fixtures, and equipment (FF&E) selection
- Preparation of presentation boards (plans, elevations, and renderings if needed)

- Coordination with contractor regarding design intent
- Site visits (up to 3 visits during construction phase)

The Designer will not be responsible for construction management, structural changes, or contractor supervision, as a contractor has already been selected by the Clients. The Designer will provide design drawings and specifications for client use and contractor reference, including floor plans, elevations, and material selections. These documents are intended to communicate design intent but are not construction documents.

B. Compensation

The Designer will be compensated using a Fixed Design Fee for Basic Services.

- Total Design Fee: \$6,500

This fee is based on the estimated scope of work for the kitchen and family room remodel (approx.. 500 sq. ft.) and includes all Basic Services described in Section A.

Payment Schedule:

30% (\$1,950) due upon signing of this agreement (retainer)

50% (\$3,250) due upon completion of design development phase

20% (\$3,500) due prior to final delivery of design documents

Additional Services:

Services not included in Basic Services will be billed separately at an hourly rate of \$85/hour, including but not limited to:

- Additional revisions beyond agreed scope
- Extra site visits (more than 3 visits)
- Contractor coordination beyond standard communication
- Redesign after client approval

Important Notes

- The fixed fee covers design time only, not construction or contractor costs
- Furniture, materials, and contractor fees are not included
- Any major scope changes may require a revised fee

Late Payments: Any payments not received within 10 days of the due date may be subject to a late fee of 5% of the outstanding balance.

C. Reimbursable Expenses

The Client agrees to reimburse the Designer for project-related expenses, including:

- Printing and presentation materials
- Travel beyond 20 miles
- Shipping or delivery fees

D. Purchasing

If the Client chooses to purchase items through the Designer:

- A procurement fee of 20% will be applied to items purchased
- Full payment must be received before orders are placed

E. Client Responsibilities

The Clients agree to:

- Provide timely decisions and approvals
- Communicate project goals and budget clearly
- Coordinate directly with the contractor for construction scheduling

F. Changes and Additional Services

Any services not listed in the Scope of Work will be considered additional services and billed at the hourly rate.

G. Termination

Either party may terminate this agreement with written notice. The Client agrees to pay for all services completed up to the termination date.

H. Other Matters

- **Design Ownership:** All drawings, concepts, and design documents remain the intellectual property of the Designer. The Client is granted permission to use them for this project only.
- **Photography & Social Media:** The Designer reserves the right to photograph the completed project and use images for portfolio, website, and social media purposes.
- **Third-Party Responsibility:** The Designer is not responsible for the performance, work quality, or actions of contractors, vendors, or other third parties involved in the project.

I. Acceptance

Thank you for the opportunity to work on your project. I look forward to collaborating with you to create a beautiful and functional space. Please feel free to contact me with any questions. By signing below, both parties agree to the terms outlined in This Letter of Agreement.

Sincerely,

Phyo Thant

Thant Design Studio

Designer Signature / Date

Client Signature / Date

Client Signature / Date

Reflection

This assignment helped me better understand how important it is to clearly communicate professional services through a formal document. Creating the Letter of Agreement showed me that interior design is not only about creativity but also about responsibility, organization, and legal clarity. I learned how to define the scope of work, set appropriate fees, and protect both the client and the designer through clear terms.

I also realized the importance of including details such as design ownership, third-party responsibilities, and payment conditions, which I initially overlooked. This process helped me think more professionally and understand how real-world design projects are structured. Overall, this assignment increased my confidence in handling client agreements and prepared me for future professional practice.