

Interior Design Letter Of Agreement

Dear [Client Name],

Thank you for choosing [Company Name] as your interior design firm. We are excited to work with you on your upcoming project and are committed to providing you with the best possible service and results.

To ensure that our working relationship is clear and organized, we have prepared this Letter of Agreement outlining the terms and conditions of our interior design services. Please review the following information carefully, and let us know if you have any questions or concerns.

Scope of Services:

[Company Name] will provide the following interior design services to the Client:

Concept development and space planning

Selection and specification of furnishings, fixtures, and finishes

Custom cabinetry and millwork design

Coordination with contractors and tradespeople

Project management and on-site supervision

Additional services as required

Fee Structure:

The fee for our services will be based on an hourly rate of [insert hourly rate] for design services, and [insert hourly rate] for project management and on-site supervision. Any additional expenses incurred during the project, such as travel expenses, will be billed to the Client separately.

Payment Terms:

A retainer fee of [insert retainer fee amount] will be due upon signing this agreement, which will be applied towards the total project fee. Additional invoices will be issued on a monthly basis, and payment is due within [insert payment terms] of the invoice date.

Cancellation Policy:

Either party may terminate this agreement upon written notice to the other party. In the event of

cancellation by the Client, [Company Name] will be entitled to compensation for all services rendered up to the date of termination.

Ownership and Use of Designs:

All design concepts and plans developed by [Company Name] will remain the property of [Company Name] until full payment has been received. The Client will have the right to use and reproduce the designs only for the purposes of the project, unless otherwise agreed upon in writing.

Liability and Indemnification:

[Company Name] will carry liability insurance for the duration of the project. The Client agrees to indemnify and hold harmless [Company Name] from any claims, damages, or expenses arising from the project, unless such claims, damages, or expenses are caused solely by the negligence of [Company Name].

Governing Law:

This agreement will be governed by the laws of [insert governing law], and any disputes arising from this agreement will be resolved in the courts of [insert jurisdiction].

Please indicate your acceptance of the terms and conditions outlined in this agreement by signing and returning a copy of this Letter of Agreement.

Thank you for entrusting [Company Name] with your interior design project. We look forward to working with you.

Sincerely,

[Your Name]

[Company Name]