



## ADDIE DESIGNS, LLC TO THE TRADE POLICY AGREEMENT

This To The Trade Policy Agreement is entered into as of September 9, 2025 , by and between:

**Addie Designs, LLC**

5950 Deale Churchton Rd, Suite B, Deale, MD 20751

Phone: (410) 844-2300

Email: info@addiedesigns.com | addie@addiedesigns.com

**AND**

**Interior Designer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Email and Phone Number:** \_\_\_\_\_

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### 1. Scope of Work

This Agreement covers the provision of fabrication, and related services by Addie Designs, LLC for window treatments and soft furnishings as requested by the Designer.

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### 2. Lead Times

- **Standard Lead Time:** The current standard lead time is subject to seasonal demand and workload. Production begins after receipt of deposit, complete measurements, templates, all required materials, and written approval of work order.
- **Rush Orders:** Expedited production is subject to availability and incurs a rush fee of 50% of the total project cost.
- **Delays:** Addie Designs, LLC is not responsible for delays caused by late material delivery, third-party vendor errors, or circumstances beyond its control.
- **Installation:** An estimated lead time will be given during the consultation process. An estimated time frame will be given when all materials are received and work orders are approved. An exact installation date will only be scheduled when all work orders are 100% completed.

### 3. Pricing and Additional Charges

Estimates are based on final design specifications. Changes may result in revised pricing. Additional charges may apply to, but are not limited to:

- Extra yardage for pattern matching
- Specialty fabric handling (e.g., lines, silks, velvets, hand-printed textiles)
- Custom or hand-sewn trims and embellishments
- Oversized or complex treatments
- Incorrect or incomplete measurements if provided by client
- Last-minute revisions post-production commencement

**Note:** All additional charges will be communicated and must be approved in writing before proceeding.

- **Trade Pricing:** Trade pricing is void if the Addie Designs, LLC is required to communicate with and/or directly invoice the designer's client.
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### 4. Measurements and Installation

**Measurements:** The Designer is responsible for providing accurate and final measurements unless Addie Designs, LLC is requested for an on site measure appointment. Addie Designs, LLC disclaims liability for errors resulting from inaccurate measurements unless measurement services are expressly contracted.

Measurements through Addie Designs, LLC are a minimum of \$150 per trip and include one site visit, one quote, and one revision. Additional quote revisions will be \$25 per request.

**Renovation & Site Condition Updates:** To ensure accuracy in fabrication and installation, the Client must notify Addie Designs, LLC of any site changes that may affect windows, doors, or wall finishes, including but not limited to:

- Flooring installation
- Tile work (on walls or floors)
- Wall alterations or repairs
- Wallpaper installation or removal
- Trim, casing, or moulding modifications
- New or existing treatments on window or door

Failure to communicate such updates prior to final measurement or installation may result in additional charges or delays at the Designer's expense.

**Installation Services:** Available upon request only for products purchased through Addie Designs, LLC. Installations by third-party professionals are not warranted by Addie Designs, LLC.

**Third-Party Product Installations:** Addie Designs, LLC will install third-party products purchased through Addie Designs, LLC and schedule installation after a tracking number is received. If the Client requests, this installation can be arranged as a separate, billable visit if it is part of a job that includes products fabricated by our workroom.

## 5. Fabric & Materials

- The Designer is responsible for the delivery and tracking of all materials unless otherwise agreed.
  - All items should be clearly labeled and include a packing slip matching the purchase order (if provided).
  - Addie Designs, LLC is not liable for flaws or shortages in Designer-supplied materials. However, any discrepancies will be communicated upon inspection.
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## 6. Approvals & Final Orders

- Work shall not commence until the Addie Designs, LLC receives written approval of all specifications and design. Upon approval, the Designer will be made aware of current lead times.
  - Any requested changes must be submitted in writing using the provided Change Form found on the Addie Designs' website.
  - Changes post-approval may result in additional charges or delays
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## 7. Payments

- **Deposit:** A minimum deposit of 50% is required to initiate production and acceptance of shipping materials. If the job is \$10,000 or more, a 75% deposit is required.
  - **Final Payment:** Due upon project completion and before or at the time of delivery or pickup.
  - **Late Payments:** Subject to a finance charge of 2% per month on outstanding balances.
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## 8. Marketing & Portfolio Use

Addie Designs, LLC kindly requests the opportunity to photograph completed work for use in its portfolio, marketing materials, and social media platforms, unless otherwise agreed upon in writing.

Proper credit will be given to the Designer, unless a different preference is communicated.

All relevant photos and content captured will be made available to the Designer for their use as well.

If a particular job arises that requires complete discrepancy, it can be discussed outside of this agreement.

If the Designer prefers to opt out of social media use, please initial below:

**Opt-Out of Social Media Use:** \_\_\_\_\_

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## 9. Returns, Repairs, and Warranty

- All custom items are non-returnable and non-refundable. We will do everything possible to ensure the best end result.
  - Fabrication errors reported within fourteen (14) days of delivery will be repaired at no cost.
  - Adjustments required due to design changes, inaccurate measurements, or misuse will be billable.
  - Warranties established by third party vendors will be honored through the Addie Designs, LLC for those specific treatments (i.e. woven shades, shutters, etc).
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## 10. Cancellations

If the Designer cancels the project after production has commenced, the Designer is responsible for all costs incurred to date, including labor and non-refundable materials.

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## 11. Liability

- Addie Designs, LLC is not liable for damages arising from environmental conditions (e.g., moisture, pets, sun exposure), or misuse.
  - Liability is limited to the cost of services rendered directly by Addie Designs, LLC.
  - Addie Designs, LLC is not responsible for construction changes made after final measurements.
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## 12. Agreement Acknowledgment

By signing below, the parties acknowledge and agree to the terms and conditions set forth in this Agreement.

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### INTERIOR DESIGNER

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

Print Name: \_\_\_\_\_

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

### ADDIE DESIGNS, LLC REPRESENTATIVE

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

Print Name: \_\_\_\_\_

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