



# LETTER OF AGREEMENT

WOOD DESIGN

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## Project Details

Client \_\_\_\_\_  
Address \_\_\_\_\_  
Spaces \_\_\_\_\_  
Square Footage \_\_\_\_\_ Phone/Email \_\_\_\_\_

## Scope of Work

## Agreement

- ☐ I do understand that elements in a design may change at any given period due to unforeseen causes.
- ☐ I do understand that all invoices are to be paid on due date.
- ☐ I do understand that all special orders are to be paid in full prior to placing order.
- ☐ I do understand that if I decide to cancel the project for any reason that it must be submitted in writing and the balance is due immediately. This includes but, not limited to, labor services, design services, special order material, restocking fees, delivery and cancellation fees.
- ☐ I do agree to allow current and/or renovated pictures of my space to be published
- ☐ I do not agree to allow current and/or renovated pictures of my space to be published

## Fees

- ☐ I do understand that purchases made by Wood Design will incur a cost+ up-charge. Purchases made from trade dealers will incur up to a 25% up-charge. Purchases requiring travel, ordering/shipping or handling from "sell to public" vendors, such as Restoration Hardware, will incur up to a 15% up-charge. Clients can avoid the cost+ up-charges by purchasing material for project.
- ☐ I do understand that Wood Design does not offer installation services but, does provide installation consulting (hands-on explanation of design) which will be billed separately from design fee. Phone consulting will be provided at no charge; on-site consulting will be billed hourly per visit. Installer referrals are available upon request.
- ☐ I do understand that design packages are billed at \$5 per sq-ft. **\$1500 Minimum** or per hour (see fee explanations) Sketches, elevations, space plans and cabinet plans are included.
- ☐ I do understand that individual receipts will not be provided and charges will be submitted in the form of an invoice.
- ☐ I do understand that a 33% retainer is due at time of agreement to initiate Phase 1, the second installment of 33% is due at design presentation to initiate Phase 2 and final 33% will be due to initiate product procurement.

## Phases

Phase 1 - Design Creation: Color Schemes + Space Plan

Phase 2 - Product Selection: Selections + Selections Revised + Estimate

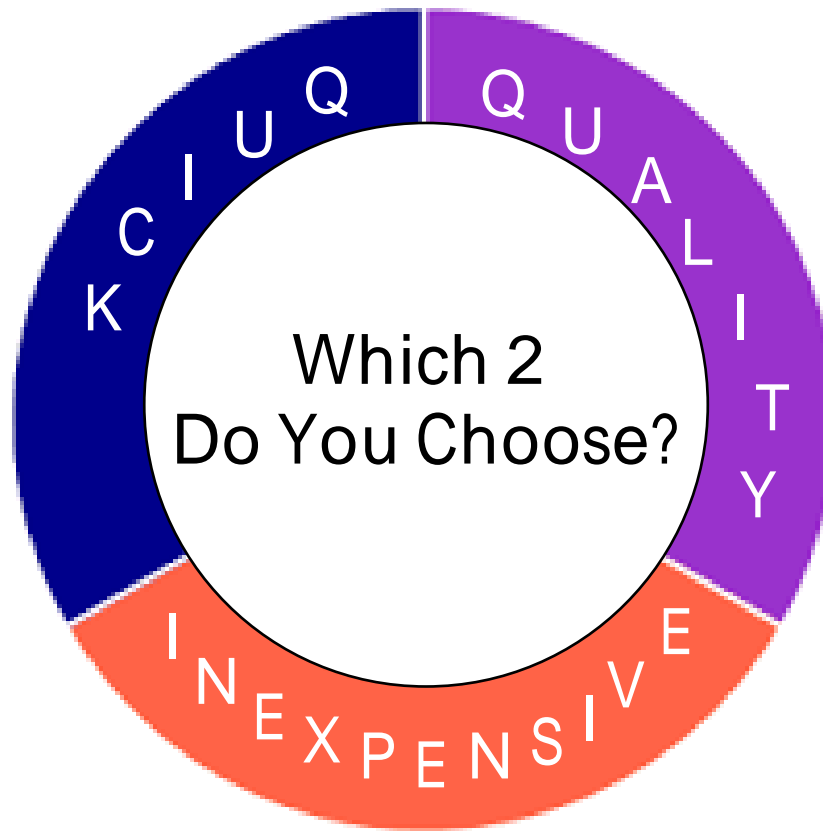
Phase 3 - Product Procurement: Shopping + Order Material + Receive Material

Phase 4 - Punch List: Accessory Package + Installation Consulting (if applicable) + Layout Install

Phases may vary per project.

**Sign & Date**

# What to Expect



Budget Rule of Thumbs

**Kitchen** 15 - 20% of Homes' Value

**Main Bathroom** 10 - 15% of Homes' Value

# What to Expect

## DESIGN DEVELOPMENT

- \* It is often surprising for a client to discover that design development has the most dramatic influence on the timing and success of a project. Carefully developed plans with each detail decided upon and properly drawn, plus all materials selected and properly written up as specifications will have a strong influence on the success of a project. The ordering stage will be sped up because everything will be ordered accurately and tracked at one time. When everything is accurately drawn and all of the materials are on-site, the installation stage will be seamless and the reduction of on-site issues will be significantly greater because all of the decisions were made ahead of time. Not having to stop work to wait for a decision or for materials to arrive is key. This approach will influence not only the timing of the project and budget but, also the end result.
- \* Two extraneous influences that place enormous pressure on the schedule are how quickly the client can come to decisions plus how available the client and all decision makers on the project are for design meetings. Often by pre-scheduling a series of standing meetings at the time the client hires the design team, can keep a project on track from beginning of the design development stage right on into the installation phase.

So, how long does a project take? It varies. Typically, design development for a remodeling project, that does not include major structural changes, is 3-5 weeks. This includes time to develop the design, select materials, prepare drawings and specifications and quote the project. Obviously the larger and more involved a project, the longer this phase may take.

## \* BUDGET

Depending on the scope of work, the budget will always vary. But, having a budget in mind prior to starting the project will help maintain the timeline. An established budget allows the design team to appropriately allocate funds, reduces chances of going over budget and set boundaries for type of material preferred. See above for suggestions on cost of kitchen and bath remodels based on value of your dwelling. On average a complete kitchen remodel will cost approximately \$30,000 while a complete bathroom remodel will cost approximately \$23,000. Other common remodel costs are fireplace storage/tile at approximately \$5,000, laundry storage/tile at \$2,500 and bar areas at \$3,500. Ask yourself, are you looking for Toyota Camry or Mercedes Benz quality.

## MATERIAL ORDER

The second phase of the project, ordering materials is determined by the longest lead-time item, usually the cabinets. Cabinet lead times are 1-6 weeks. Very customized cabinets can take up to 8 weeks. Expect a cost plus fee associated with all products ordered through the design firm. The percentage varies depending on the vendor. For example, if material is selected from trade only vendors (vendors who sell to designers only), then cost plus fee will be higher than if purchased from sell to public vendors

# What to Expect

such as Wayfair. Design fees normally cover the space plan, design and material selection. Cost plus fees cover materials purchased by designer, ordering, shipping and handling, tracking and returns.

There is also the option for the client to purchase material selected, however; expect delays. Project will be paused until all material has arrived on-site.

## GENERAL CONTRACTOR

A General Contractor/GC will manage the project or assign a project manager to the project. The contractor will be responsible for hiring all subcontractors, permits, budgeting, schedule and warranty to name a few. If a Project Manager is not assigned, then the client will act as PM whether they have experience or not. Expect delays. Require references, current & past, license, bonded and insured and an onsite meeting once a week at minimum as a criteria for hiring a GC.

## INSTALLATION

This is the part of the project where all of the time spent in the planning and design phase truly pays off. There will be many skilled trades people involved in installing a kitchen or bathroom remodel; plumbers, electricians, tile installers, carpenters to name a few. Having a well-developed plan means that each trade knows what they are to do and when they are to do it.

The time spent on developing the specifications and the ordering of materials in advance means the subcontractor is not waiting around for materials to be delivered to the job site. An idle subcontractor means he or she may go to another job site, possibly putting the project schedule in jeopardy. Accurate drawings and an available project manager, means that the subcontractor doesn't need to wait for the designer to come to the job site and answer questions, another savings of both time and budget dollars.

So, to answer the original question, the typical timeline for a kitchen or bath remodel will average between 2 to 4 months, depending on many factors, most of which are within our control. A disciplined approach to the design phase will reap many benefits toward the ultimate outcome and success of the project with the homeowner able to enjoy their space on time and on budget.

## Fees

# Explained

### Design Packages

Flat Design Fee of \$5 per square foot paid in 3 installments  
Cost Plus is 15-25% on products and installation; paid per invoice  
\$1500 minimum

### Hourly Design Packages

18 Hour Package - \$1500  
30 Hour Package - \$2400  
50 Hour Package - \$4000  
Hours expire after 90 days and package is paid in full at time of the agreement

#### ***Examples of hourly usage***

- \*In person shopping experience are on average are 2 hours for 1 location, including traveling time
- \*Invoice Entry are on average 2-3 hours depending on amount of products entered.
- \*Layout, custom designs or space plans are on average 2 hours per area.

#### ***Billed***

***Any consulting which includes but, not limited to; design advice, design decisions, data entry***

Text & Conference - 30 minutes minimum  
Video - 1 hour minimum  
In-person - 2 hour minimum (includes travel)  
*Time record provided bi-weekly*

\*TIP - schedule hourly appointments to reduce hourly usage.

### Hourly A La Carte

\$100 per hour	In-person - 3 hour minimum	Text/Conference/Video - 1 hour minimum
Additional Hours: 1-30 minutes \$50	31-60 minutes \$100	<b><i>Billed prior to sessions</i></b>