



Interiors by Roxanne
13200 Cleveland Drive
Rockville, MD 20850
240-401-5825
Roxsmart24@gmail.com

Agreement for Interior Design Services

1. **IDENTITY OF THE PARTIES:** made as of the 26th day of July, 2016

BETWEEN the CLIENT: Paul Maysak
3267 P Street, N.W.
Washington D.C.

And the DESIGNER: Interiors by Roxanne
Roxanne Smart
13200 Cleveland Drive
Rockville, MD 20850

2. **THE DESIGN AREAS INVOLVED IN THE PROJECT:**

Client areas covered under this contract are the following:

Interior Design of Pool House Renovation.

3. **SPECIFIC DESIGN SERVICES TO BE RENDERED BY THE DESIGNER:**

Phase I

- Establish the goals that indicate what the Client wants to achieve pertaining to space planning.
- Meet at project to photograph, take measurements and provide a more in depth consultation.

Upcoming consult dates:

- Consult 1 7/27/16
FREE 1 hr 7 9 AM
- Consult 2 8/3/16
9:00 AM
- Consult 3 8/10/16
9:30

- Develop design concept (s) to better maximize the space for approval by Client.

CRIG
PROPOSAL

9/7/16
presentation

- Establish the design style that the client wishes to achieve through color, fabric, wallpaper, tile, furnishings, rugs, artwork and accessories.
- Prepare preliminary sketches of floorplans, lighting Plans, elevations and built-ins.
- Presentation to Client. *Sept 1 - Sept 7th*

Phase II

- Prepare final drawings for approval by Client, floorplans, lighting plans, elevations and built-ins.
- Provide drawings and plans to submit for bids.
- Consultations with third parties employed by the Client (such as architect or general contractor) as time permits.
- Help select finishes for flooring, carpet, walls, trim, lighting, cabinet and counters. *Sept 15*

Phase III

- Place orders for purchasing furniture, drapery, fabric, accessories, wallpaper, rugs and other decorative items.
- Install all furnishings, rugs, prints, draperies, and other decorative items. designer will make their best efforts to complete installation over a 2 day period. *[Signature]*

4. SPECIFICATION AND PURCHASING ARRANGEMENTS:

- Orders for articles, materials or contractors services ordered by Designer will not be placed in work until a signed Proposal for the order is received together with any monies due.
- The Client will incur a Designer charge of 20% for furnishings and material ordered by Designer at wholesale prices.
- The Client will incur a Designer charge of 5% for furnishings and material ordered by and paid for by Designer at retail prices.
- Prices of materials, articles and contractors, services ordered by Designer are subject to change. Client will be given notice of any such price change before proceeding with any order.

- All orders made by Designer shall be examined by Client upon delivery for approval flaws or defects.
- The Designer shall not be responsible for malfeasance, neglect or failure of a contractor, subcontractor, sub-subcontractor or material supplier to meet their schedules for completion or to perform their respective duties and responsibilities.
- All plans, design concepts, drawings and documents prepared by Designer are the exclusive property of Interiors by Roxanne and Roxanne Smart.
- Designer shall obtain client approval if photos of finished interiors are used for marketing purposes.

5. COMPENSATION ARRANGEMENTS:

- The Designer shall be paid a flat fee of \$8,000.00, based on an estimated 80 hours of Designer's time, with a five percent (5%) deposit payment of \$400.00 due at the signing of this Agreement and the remaining balance of \$7,600.00 due in the following manner:
 - o \$2,500.00 at completion of Phase I presentation.
 - o \$2,500.00 at completion of Phase II and before any orders placed in Phase III.
 - o \$2,600.00 at completion of Phase III installation.
- Additional services requested or changes to approvals by the Client resulting in additional work by Designer shall be billed and paid at the hourly rate of \$100.00 per hour or additional flat fee as may be negotiated.

This Agreement entered into as of the day and year written above.

Client: _____
(Signature)

Designer: Roxanne Smart
(Signature)

This agreement is invalid if not executed by the parties within 30 days.