



TIMELESS DESIGN

BY

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How We Work (Time and Money)

I charge \$150 per hour and for that you get me and my team working on your project. Lots of factors will affect the amount of hours to complete a project, including, but not limited to: the scope of the project, how many rooms it entails, the level of detail you are looking for and how much input and back and forth you want. We can do a one-of-a-kind room with lots of custom pieces or we can shop retail. Either way you will get a fabulous room that fits your budget.

Here is a break down with a rough idea of hours:

1. In-person initial appointment: this will take place in your home or office. It will allow me to take a visual inventory of the space and collect additional information. I can see what is working, what isn't and how you use the space. This will usually be one hour of my time.
2. Measuring appointment: this will take about an hour. We will measure the space(s) involved in the design project which will enable us to input the exact dimensions of your space into our floor planning software.
3. Concept Phase: This will be about 5 hours of my time per space. It is my chance to reflect back to you what I think you are looking for in your space. I will provide you with a personalized floor plan/ mood board to ensure that I have captured the feel you are going for and that we are on the same "design page". Changes can still be made, but this will give us a common foundation for our decision making.
4. Procurement Phase: Time-wise, this will be the greatest variable. The more you trust me to make decisions, the faster I can move. The more input you want in a back and forth relationship, the longer the process will take. I am comfortable working either way, but please be aware the time will be reflected in the cost of the project.
5. Installation: This is usually a minimum of 3 hours of work by our team. Everything has been ordered and has arrived; now we will bring it all to your home. (Window treatment installation may be separate.)

Minimums

Any consultation that takes place in your home or office will be billed a minimum of one hour.

Travel time for meetings within a 30 minute drive of our office will be gratis. You will be billed for any travel time beyond those first 30 minutes. Shopping is billed door to door.

Please Note:

This is a brief summary of my billable hours and does not include the cost of goods.

We will help you establish a budget and be considerate of sticking with the budget you agree to.

We will bill after the initial concept presentation and then approximately bi-weekly for work completed in that time period. Please keep in mind that I will be billing you for time spent, even though the results may not actually be seen that week. (ie: I will bill you for time spent picking out and ordering a rug even though the rug has not yet arrived.)

A written proposal will be prepared and presented to you for any large or custom purchases made through this office. Upon receipt of your written approval and a minimum of fifty percent (50%) deposit, your order will be placed. The balance is due upon receipt or installation of goods. A small deposit may be required to initiate the purchase of accessories and other returnable items.

Many vendors we use are available ‘to the trade’ only. This information is proprietary and enables us to offer the best prices on goods to our clients.

Timeless Design is able to suggest third-party services if needed (such as painters, wall paper hangers, carpenters). We do our best to vet all third-party service providers, but are not liable as they are independent contractors. We can also work in coordination with any third-party hired by the client.

We strive to keep projects moving forward within reasonable timelines, but cannot commit to specific deadline dates, especially when coordinating with third-party tradespeople and vendors. Delays do occur, but we work hard to quickly resolve issues.

Email is our main form of communication. We use a shared inbox, so all project managers can stay up-to-date on client communication. We provide the fastest responses via email as Kate and project managers can quickly respond in between client meetings. We have found it helpful to have a written, email record of questions and decisions for clarity as we move through projects.

Timeless Design will be allowed to photograph both before and after images of the project to be used for promotion. The client's privacy will be ensured and the images will remain the property of Timeless Design.

As acceptance of this agreement please sign and return a copy of this letter along with credit card information to be on file or we can discuss another method of payment.

We appreciate the opportunity to work with you on this exciting project.

-The Timeless Design Team

Client Signature:

Acknowledging agreement with Timeless Design work process and fees.

_____ Date _____

Credit Card Information:

Name: _____

Billing Address: _____

Shipping Address: _____

Card Issuer: _____

Card Number: _____

Expiration Date: _____ CVV: _____