



## Design Retainer Agreement

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_

This agreement covers design and specification services for the above-named Client. In exchange for the agreed upon Design Fee listed below, Classic Design Interiors will provide:

- Design of home or commercial improvement project. Depending upon the scope of the project, the design will include specification of some or all of the following:
  - Cabinetry
  - Countertops
  - Fixtures
  - Flooring
  - Decorative Items
  - Appliances
- Item list with quantities and pricing for specified products
- Cost estimate for labor to install items included in design
- Color renderings of design

The design fee may be applied toward the purchase of the specified project through Classic Design Interiors within 90 days of completion of the specification. However, the entire contract price for the project must exceed four times the Design Fee for a full retainer credit. Any additional time required for revisions due to changes in the architect’s plan or a changed design layout will be billed at \$125 per hour. In the event that the Client does not purchase the specified project from Classic Design, the Design Fee will be considered payment in full for Services rendered.

This proposal is subject to the terms and conditions of the Classic Interiors standard purchase agreement and pricing quoted herein shall be valid for 15 days from the date below. Classic Design is not responsible for the installation, fit, mechanical issues or quality of any materials supplied by other companies or outside contractors. Whoever supplies the materials is responsible for verifying all dimensions and material selections.

The total Design Retainer of \$ \_\_\_\_\_ is due upon signing.\*

\_\_\_\_\_  
Designer

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\* If design retainer is converted to a Design Fee for Services as specified above, \$30 of the fee shall cover all written materials, incl. taxes.



## Your Design Experience

When you first meet with your Designer, he or she will need to gain insights into your lifestyle, objectives and styling preferences. If your project involves kitchen design, you may be asked to fill out a Kitchen Design Survey. The information you provide will be critical for your Designer to create a project that fits your individual needs and desires. It will also be helpful for you to share magazine clippings, photos, or other examples of projects that appeal to you with your Designer. For a kitchen design, it is best to bring up all of the things you love about your current kitchen as well as current dislikes.

Once your Designer has an understanding of your objectives, construction limitations will be discussed and measurements will be taken either at the job site or from an architect's plan. Preliminary design ideas will be discussed, appliance preferences will be reviewed, and a rough layout with cabinet door and stain choices will be selected in order to establish a budget. At this point, a Design Retainer will be required to proceed further into project specification. The amount of the retainer will be based primarily upon the lineal feet of cabinets required for your project.

Your Designer will then create a unique and customized preliminary floor plan and renderings which will combine both the functional and styling elements that will best fit your lifestyle. It will be necessary to meet with your Designer to review these documents so that you both may discuss ideas, design details and the overall aesthetics as well as the location of available storage aids. Additional options for cabinetry, countertops, appliances, lighting and plumbing fixtures, flooring, and decorative items will be reviewed at this time, depending upon the scope of your project.

Your Designer will then incorporate the many ideas and options that have been discussed into a completed design rendering and specification list, including pricing for all products and installation specified. Once you receive your finalized project design, you should bring up any revisions to minor plan alterations and/or color changes that should be made. All renderings, floor plans, and specification lists are now yours to take home and review.

Of course, it is our desire to be involved in the final execution of your project, and we are confident that you will be ready to continue to the implementation phase. Therefore, if you enter into a contract with Classic Design Interiors for the purchase of your specified project within 90 days of receipt of your completed design, your Design Retainer will be applied toward the price of your project. Please see the Design Service Agreement for specific details of this transaction.

Thank you so much for giving us the opportunity to design for you. We are here to assist you in every way possible toward the creation and realization of your dream home improvement project. So please sit back, relax, and have fun!