

(LOGO and address)

# DESIGN AND CONSULTATION SERVICE AGREEMENT

This Agreement made the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (Designer) hereinafter called **Consultant**, and \_\_\_\_\_

whose address is \_\_\_\_\_

hereinafter called **Client**.

Phone Office: ( )

Home: ( )

Cell: ( )

**SCOPE OF WORK:** Provide Design Documents for a single story addition located at the above address, consisting of \_\_\_\_\_

### **DESIGN CONSISTS OF:**

Time estimate: (*Note: These should be maximum figures*)

- A. Site measure and photograph hrs.
- B. As-built drawings hrs.
- C. Research zoning requirements hrs.
- D. Design hrs.
- E. Meetings and conference time hrs.
- TOTAL CONSULTATION hrs.

### **NOTES:**

1. Dimensions and details may change due to field conditions, construction techniques or other variables.
2. Work shall be done in a timely and professional manner.
3. This estimate should be the maximum time required to accomplish the scope of work involved in this project. The client is billed only for actual time spent.
4. Blueprint and photograph costs are not included in this agreement. Completed design package will be adequate to determine rough costs.
5. Fees quoted are confidential and unique for each individual scope of work. This proposal is valid for 30 days.

### **COMPENSATION:**

Now therefore, for and in consideration of mutual covenants herein set forth, the **Parties** agree as follows:

1. That the **Client** shall pay to the **Consultant**, the amounts here stated:
  - A. Design: Up to \_\_\_\_ hours at \$\_\_\_\_. \_\_\_\_ = \$\_\_\_\_\_
2. Payment made on account of **Consultant's** fee shall be made as follows:
  - A. Retainer to begin work: \$ \_\_\_\_\_
  - B. Balance as invoiced.
3. Any additional authorized work by the **Consultant** will be paid at \$\_\_\_\_. \_\_\_\_ per hour.

### **CONSTRUCTION DOCUMENTS:**

Construction Documents are not included in this agreement. They will be quoted separately after design and budget approval.

### **APPROVALS:**

Signed: Client \_\_\_\_\_ Date: \_\_\_\_\_

Signed: Client \_\_\_\_\_ Date: : \_\_\_\_\_

Signed: Consultant \_\_\_\_\_ Date: : \_\_\_\_\_