



PROCESS & SERVICE AGREEMENT

Looking ahead to collaborating on your project, we want to provide you with all the details on the services offered, fees associated, and expectations. I invite you to do the same regarding your requirements, budget, and expectations. The objective is to ensure mutual understanding through open communication and full transparency as we work together to create your dream space.

1. INITIAL CONSULTATION

\$225 + HST / approximately an hour in-home **without** detailed report

\$300 + HST / approximately an hour in-home **with** detailed report to follow via email

We initiate the process with an in-home or on-site consultation to evaluate the project's scope. Following the consultation, we can furnish you with a comprehensive list of notes and recommendations for your future reference. This session offers professional advice on various topics such as paint colors, material choices, furnishings, window treatments, furniture layout, and home staging.

2. DESIGN

\$125 + HST per hour

Because each scope is based on our clients' individual needs, we acknowledge that the process can vary greatly from one project to the next. As a result, we complete work ordered at an hourly rate of \$125 plus HST. Estimates can be provided before starting any project work.

Documents we provide:

A **Design Concept** is a collection of digital images that incorporate sample materials and furnishings to convey a vision for your space. This process usually requires 3+ hours per space.

Floor Plans, Elevations, and/or 3D Models are available to assist in planning cabinetry designs, arranging furnishings, and visualizing a space with furnishings and finishes. These drawings, tailored to your requirements typically require 4+ hours of drawing to map out the space and may incorporate furnishings and materials.

Next, we compile a **Source List** detailing the specific materials and furnishings, along with their sources and costs, to finalize the plan. Depending on the volume required a Source List can take up to 8 hours of sourcing.

Renovation **Labour and Material Estimates** for any planned work can be provided in the case that you are not already working with a contractor.



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3. IMPLEMENTATION | CONTINUED CONSULTATION

\$125 + HST per hour

If you need help realizing your vision, we are here to assist with ordering, receiving, collecting, delivering, and coordinating contracting – whatever you need, we’ve got you covered. Additionally, we can coordinate meetings with contractors and tradespeople to ensure that the renovation or installation plans align with our mutual expectations.

TERMS:

1. Initial consultation **without** detailed report costs \$225 + HST / approximately an hour in-home.
2. Initial consultation **with** detailed report to follow via email costs \$300 + HST / approximately an hour in-home.
3. All services ordered after the initial consultation are billed at a rate of \$125 + HST per hour.
4. An estimate can be provided for any work ordered.
5. Upon accepting a provided estimate, a 50% deposit will be collected by Brigham Interiors to proceed.
6. To avoid additional costs to the homeowner we estimate adequate time to complete items as estimated.
7. Estimated timeframes account for documents being delivered via email with time allowed for in-person consultation periodically (discussing drawings, paint colours, window treatments etc.)
8. Hours expended on your project will be tracked and billed or credited accordingly in relation to the provided estimate.
9. Any additional costs required outside of the estimate will be discussed with the homeowner prior to proceeding.
10. Adjustments to deliverables - up to ONE hour - are completed at no additional cost.
11. Time spent adjusting deliverables AFTER the ONE hour will be billed at a rate of \$125 + HST per hour.
12. We appreciate cost savings as much as the next person. However, making changes to sourced items or materials can affect the overall outcome of the Design Scheme which may lead to additional required adjustments, etc. As an effort to maintain Brigham Interiors' vision as well as cost analysis, any products or materials sourced by the homeowner(s) after the Design Scheme is finalized will be subject to any time spent adjusting Design Scheme to accommodate said items at a rate of \$125 + HST.
13. When contracting trades or services; any items billed through Brigham Interiors will have a markup of 25%. This markup ensures you have my services in overseeing and guaranteeing the work performed and materials used.
14. When procuring materials and furnishings for your project; any items invoiced through Brigham Interiors will have a markup of 25%.
15. Clients will be invoiced monthly for work completed or items purchased.

Please initial to the left of each term.

Now that that’s out of the way, let’s have some fun creating spaces you adore!

By signing below, I, _____, agree to the above terms.

Homeowner signature: _____ Date: _____