Before we start, I just want to say how happy I am to be working with you!

As we look forward to working together in completing your building or renovation project, I would like to begin by being as transparent as possible by providing you with information pertaining to available services, fee structure, as well as expectations. I would like to give you the opportunity to do the same in regards to your needs/wants, budget and expectations. The goal is to be on the same page by having an open line of communication and complete transparency with each other.

The following is a general outline of the process of working with Brigham Interiors to achieve the space of your dreams.

1. INITIAL CONSULTATION

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

$300 + HST / approximately an hour in-home **with** detailed notes provided via email thereafter.

We start by meeting for an in-home or on-site consultation to assess the scope of the project. We can provide you with a detailed list of notes and suggestions as discussed during the consultation to use going forward if required. During this meeting you will gain professional guidance on topics of your choice such as: paint colours, material selections, furnishings, window treatments, furniture arrangement, and/or home staging, etc.

2. DESIGN

$125 + HST per hour

 Because the scope of every project varies, we understand that everyone will require distinct service. Therefore, we charge hourly for work completed. Estimates can be provided as needed

We can provide you with a variety of documents throughout the process. Firstly, **A Design Concept** that includes sample materials and furnishings to communicate a vision for your space (usually 2+ hours). Next, we create **Floor Plans, Elevations, and/or 3D Models** based on your needs (usually 4+ hours). These drawings layout the space and can include furnishings and materials. We then create a **Source List** of specific materials and furnishings, including source and cost information to complete the finalized plan (usually 8+ hours).

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

3. IMPLEMENTATION | CONTINUED CONSULTATION

$125 + HST per hour

If you would like assistance in obtaining the vision, we are happy to help with ordering, receiving, collecting, delivering, arranging contracting – you name it, we’re on it. We are also available to meet with contractors and trades people to communicate the renovation or installation plans to be certain your project is in line with each of our expectations.

TERMS:

1. Initial consultation is billed at $225.00 + HST if detailed notes are not requires OR $300 + HST with detailed notes provided.
2. All services ordered after the initial consultation are billed at a rate of $125 + HST per hour.
3. An estimate will be provided for any work ordered.
4. Upon accepting the provided estimate, a 50% deposit will be collected by Brigham Interiors in order to proceed.
5. In an effort to avoid additional costs to the homeowner we estimate adequate time to complete items as estimated.
6. Estimated timeframes account for documents being delivered via email with time allowed for in-person consultation periodically (discussing drawings, paint colours, window treatments etc.)
7. Hours expended on your project will be tracked and billed or credited accordingly in relation to the provided estimate.
8. Any additional costs required outside of the estimate will be discussed with the homeowner prior to proceeding.
9. Adjustments to deliverables - up to ONE hour - are completed at no additional cost.
10. Time spent adjusting deliverables AFTER the ONE hour will be billed at a rate of $125 + HST per hour.
11. 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.
12. 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.
13. When ordering and purchasing materials and furnishings for your project; any items billed through Brigham Interiors will have a markup of 25%.
14. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_