



## process & services agreement

As we're looking forward to working together in completing your building or renovation project, I'd like to take the time at the beginning of our business relationship to list services available to you as well as lay out my fee structure and expectations. I'd like to also give you the opportunity to do the same in regards to budget and your expectations. The goal being that we're completely transparent and on the same page going forward.



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

### Consultation

**\$195 + HST / approximately an hour in-home and notes provided via email**

We start by meeting for an in-home or on-site consultation to assess the scope of work, after which you will be provided with a list of notes and suggestions for your use going forward with the project at hand. At this meeting you will gain professional guidance on topics such as: material selections, furnishings, window treatments, furniture arrangement, or home staging, etc.

### Individual Services or VIP Design scheme package

**\$190 to \$1900 + HST per service per space. Refer to Services page for more info on package prices.**

We provide you with documents to assist you in visualizing the space. Firstly, a **Design Concept** that includes sample materials and furnishings to communicate our vision for your space (\$190+HST). Next, we create **Floor Plans, Elevations, and/or 3D Models** based on your needs (Starting at \$380 +HST). These drawings layout the space including furnishings and materials. We then create a **Source List** of materials and furnishings to complete the finalized plan (\$760 +HST). Renovation **Labour And Materials Estimate** for any planned work can be provided in the case that you are not already working with a contractor (Included in the VIP Design Scheme Package).

### Implementation

**\$95 + HST per hour**

If you'd like help in making the vision a reality, we're available to go to work to achieve the planned outcome. Ordering, receiving, collecting, delivering, arranging, contracting – you name it, we're doing it. We're also available to meet with contractors and trades people to communicate the renovation or installation plan to be certain your project is in line with each of our expectations.



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### Terms:

1. An estimate will be provided for any work ordered.
2. Upon accepting provided estimate, 50% of the design scheme cost will be collected as a deposit.
3. Hours spent on your project will be tracked and the remaining cost of the design scheme will be calculated and collected once design scheme is accepted by you.
4. Any required adjustments to the design scheme will be made at no additional cost to the client up to two hours.
5. Any time spent adjusting the design scheme after the initial two hours will be billed at a rate of \$95.00 + HST per hour.
6. We appreciate cost savings as much as the next person, however, making changes to sourced items or materials can affect the overall effect 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 \$95.00 + HST.
7. When contracting trades or services, a markup of 15% is added to my contractor cost and are billed through Brigham Interiors. This markup ensures you have my services in overseeing and guaranteeing the work performed and materials used.
8. When ordering and purchasing materials and furnishings for your project a markup of 15% will be added to my contractor cost.
9. Once a renovation labour and materials estimate is accepted by you, a 50% deposit of said cost will be collected by Brigham Interiors to begin the project.
10. The balance of the project will be calculated and billed upon completion.

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: \_\_\_\_\_