

## **DESIGN RETAINER AGREEMENT**

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**Kitchen Design Studio's Retainer Fee** represents payment for design services for kitchens, baths, or other areas of the home requiring cabinetry planning. Our typical service includes planning meetings and needs analysis, job site measure or blueprint take-off, conceptual layout, elevation and/or perspective drawings.

The initial consultation meeting in our showroom or at your home is at no charge. This meeting is aimed at assessing your needs, educating you on our services and products and determining a working relationship. Upon agreement and payment of the retainer fee, the design process will commence and drawings can be released to the client.

**When placing your cabinetry order with Kitchen Design Studio, Inc., the retainer fee will be credited to the purchase price of cabinetry for the area specified.** We will communicate with your builder and subcontractors on your behalf as the job progresses, attend job site meetings as needed and provide detailed installation drawings.

**Occasionally our hourly fee may be applicable** for situations like the following:

- When additional design time is deemed necessary, due to the size and/or scope of a project. *Our standard kitchen retainer represents 12 hours of design time.*
- When designing other areas of the home such as libraries, home offices, entertainment centers, laundry/craft rooms.

Other arrangements are considered on an individual basis.

**Should you choose to retain our services, please see our schedule of rates and complete the appropriate information on the next page. Thank you.**

### **SCHEDULE OF FEES FOR DESIGN SERVICES**

<b>Standard Retainer for Kitchen Design</b> (represents approx. 12 hours of design/drafting/meeting time)	<b>\$900.00</b>
Other Rooms (i.e., baths, home office, laundry, library)	Per Quote
Hourly Design Fee	\$80.00/hr.
Travel Time (job sites <u>beyond 70 mile</u> radius)	\$40.00/hr.

**CLIENT INFORMATION**

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

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email (if preferred) \_\_\_\_\_

Job Site Address  
(If different than above)

Directions to job site:

Builder/Contractor \_\_\_\_\_

Phone \_\_\_\_\_ Mobile # \_\_\_\_\_

*Service/s Selected:*

\_\_\_\_\_  
\_\_\_\_\_

**Client Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please note:

- Design plans are provided for the fair use by the client but remain the property of this firm and cannot be used or reused without permission.
- Payments for design services are non-refundable.
- Detailed installation drawings will be produced only for projects purchased through Kitchen Design Studio, Inc.
- Kitchen Design Studio will gladly provide selected services and travel to any location within 70 miles of our showroom. Beyond 70 miles, there will be a small additional charge for travel time.

*Please return this completed form for our files.*