

31 January 2013

Mr. & Mrs. Client
123 Main Street
Los Angeles CA 90069

Dear Mr. & Mrs. Client,

It is with pleasure that we are presenting this proposal and letter of agreement for your consideration. After meeting you and touring your lovely home, we realize that your design needs and our talents are a perfect match. To make sure that you receive the best service possible, we have outlined your project below according to the direction you have provided.

(Be specific about what you are and are not doing in this paragraph)

We will provide comprehensive interior design services for your entire residence consisting of 5,000 square feet of space. At the present time, your exterior living space including the pool and guest cottage will not be included in this agreement.

(The next two paragraphs should be edited to reflect the scope of services you will engage for your project. If something is not applicable, but it was discussed and you think it should be, line it out, so the client knows it is not included, but available if they wish to pay for it. If something is missing, add it.)

In order to prepare for this project, we will conduct an initial design study to determine your design preferences and requirements. We will prepare drawings and other materials to generally illustrate our suggested interior design concepts, and include color schemes, interior finishes, wall coverings, floor coverings, ceiling treatments, lighting treatments and window treatments. We will then prepare layouts showing location of movable furniture and furnishings, and as needed, make recommendations for cabinet work, interior built-ins and other interior decorative details.

Upon your written approval of the design concepts, we will, as and where appropriate, select and/or specially design required interior installations and all required items of movable furniture, furnishings, light fixtures, hardware, fixtures, accessories and the like. We will also prepare and submit for your approval proposals for completion of interior installations and purchase of merchandise. Once approved, these proposals for services and products will constitute your project budget.

(You will notice that no specific percentage is provided as a mark-up. This is being written this way as an example, but not necessary. You may wish to reflect a specific mark-up and should indicate so in this paragraph)

Merchandise and interior installations to be purchased through INSERT COMPANY NAME will be specified in a written proposal and submitted in each instance for your written approval. Each proposal will describe the item and the price you need to pay to have it delivered to your home. No item can be ordered until you approve the proposal and provide the requested initial payment. The balance will include delivery, shipping, handling charges and applicable taxes, and is payable when the item is ready for delivery