

Letter of Agreement

Client:

client name

Project Description:

Description (new house, addition, renovation, space planning, etc.)

address

Basic Services

One or more design counseling sessions at C.N. Carley Associates' office during which a professional designer will work with you to do the following:

- Establish and organize your requirements, preferences, objectives and reasons for making a change to the building.
- Review and analyze the possibilities of the building, site and budget.
- Develop and review sketches of design possibilities that will allow you to see and respond to layout and appearance as the design work is done.
- Produce informal but professional sketches and notes representing a design solution or solutions that work for you. Sketches will depict plans and external appearance in elevations or 3 dimensional portrayals, as appropriate.

Note:

1. *Drawings will be free hand done approximately to scale. While sketches may be used for consultation with builders and financing officers, they are not detailed construction drawings and should not be used as such*
2. *Any structural calculations will be preliminary and should be verified before construction .*
3. *Budget estimates will be preliminary, based on the size and nature of the construction. No warrantee of costs is implied or provided.*
4. *We will make every effort to develop design solutions that comply with applicable codes. However, all designs should be reviewed by local authorities for code compliance before construction. We do not warrant code compliance.*

Information to be provided by the Design Counseling client:

To do design work well, we need accurate information about your building drawn to scale. Specifically, we need the following things: (See our companion booklet, *Tips on Measuring*.)

- Plan drawings of the part of the building that will be affected by the change
- Side views (elevations) drawn to scale showing all sides of the building from which your new construction will show.
- Approximate location of the property lines and major site features such as boulders, trees, steep slopes, water, zoning setbacks, etc.
- Accurate location of utilities likely to be affected, particularly underground water, power, septic or gas lines. Also septic tanks and leach fields must be located.
- Clear photographs showing the interior and exterior of the building and the land around it. Jpegs on a CD are fine.
- Confirmation that the proposed use is permitted by zoning and other regulations

Design Counseling Letter of Agreement

Fee:

Charge:

\$150 Flat Fee for creation of base drawings from client supplied data.

\$40 per quarter hour charged in increments of 1/4 hour rounded up to the nearest quarter hour for design session(s)

All fees will be payable at the end of the counseling session and prior to the release of drawings.

Ownership of Drawings:

Original drawings remain the property of C.N. Carley Associates. The Client will be provided with one copy each of all sketches and other depictions under the base fee. Additional copies are available at \$1.00 per page including handling.

Additional Services:

C.N. Carley Associates will provide the following services for a *fixed fee* according to the following schedule:

Field measurement and preparation of base drawings	
Base Drawings prepared from field measurements by others	

C.N. Carley Associates will provide hourly services other than design sessions according to the following schedule:

Field measurement and preparation of base drawings	\$55/hour
Computer drafted plans	\$55/hour
Extended consultation with a designer	\$80-\$100/hour
Field Inspection of existing conditions or travel for an on-site design session	\$80-\$100/hour
Engineering or other subconsultants	\$100/hour

Agreement:

We have read the Design Counseling Letter of Agreement and agree to its terms.

Client: _____

Date: _____