



# INTERIOR DESIGN PROPOSAL

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**CREATED FOR:**

**PREPARED BY:**

ACME Design Company  
(123) 123-4567  
john@abcdesign.com  
www.abcdesign.com



# COVER LETTER

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Dear \_\_\_\_\_,

Thank you for checking this Interior Design Proposal.

We are ABC Design Company and our company was founded in 2003. Our designs are first-rate, superior, and award-winning. We love innovative, inspirational, and intellectual designs.

We have several clients nationwide. Our client's industries are mainly residential, corporate, hotels, restaurants, and retails.

We have a team of architects, interior designers, engineers, and art enthusiasts in our company.

In this proposal, you'll see information about ABC Design Company, our services that we offer, pricing, terms, and agreement.

We look forward to doing business with you.

Sincerely,

John Smith  
Client Operation Manager  
ABC Design Company  
(123) 123-4567  
john@abcdesign.com  
www.abcdesign.com

# COMPANY OVERVIEW

We are ABC Design Company and our company was founded in 2003. Our designs are first-rate, superior, and award-winning. We love innovative, inspirational, and intellectual designs.

We have several clients nationwide. Our client's industries are mainly residential, corporate, hotels, restaurants, and retails.

We have a team of architects, interior designers, engineers, and art enthusiasts in our company. We focus on Interior Design, Interior Architecture, Interior Decoration, Design Development, Design Research, Graphical Visualization, Comparative Analysis, Design Strategy, Budget Development, and Contract Development.

## OUR TEAM

### Allison Cook

Chief Executive Officer

### Joe Perry

Chief Technical Officer

### John Smith

Chief Financial Officer

### Marilyn Woodward

Project Director

### Mark Richardson

Project Executive

### Jane Doe

Project Manager

## OUR CLIENTS



# SERVICES OFFERED

<b>Interior Design</b>	We can build or enhance the interior environment of your house, room, building, restaurant, hospital, bars, hotels, and office.
<b>Interior Architecture</b>	We can help you in creating a layout of the design before implementing it.
<b>Interior Decoration</b>	We can assist you in designing the interior decoration of the area.
<b>Design Development</b>	We can create high-quality designs that you can use in designing your interiors.
<b>Design Research</b>	We can create research and use-cases based on the client's preferred design.
<b>Graphical Visualization</b>	We provide 3d or 2d graphical representation of the design that is planning to be implemented.
<b>Comparative Analysis</b>	We can create a comparative analysis of different designs that you selected and let the client design their preferred design.
<b>Design Strategy</b>	We can create different types of design strategies the client can choose from.
<b>Budget Development</b>	We can provide a budget summary in a spreadsheet based on the design the client is planning to implement.
<b>Contract Development</b>	We can create an interior design contract from scratch based on the clients and the company or freelancer.

# ESTIMATED FEE / PRICING

## Selected services

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Total Amount Due in Signing (\$)

You can contact us at (123) 1234567 or email us at [info@abcdesign.com](mailto:info@abcdesign.com) if you have any questions.

**Authorized Name**

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# TERMS & AGREEMENT

This proposal herein shall be deemed effective upon the date that the parties reach mutual agreement which is \_\_\_\_\_.

This Agreement herein ("Agreement") for design services contemplated here in this proposal is entered into by and between;

\_\_\_\_\_ located at \_\_\_\_\_,  
\_\_\_\_\_ ("Designer").

AND

\_\_\_\_\_ located at \_\_\_\_\_,  
\_\_\_\_\_ ("Client").

## 1. Scope and Schedule of Work

The Designer services shall include a conceptual design and a detailed plan for implementation plus consultations as requested by the Client. The Designer shall provide with the services including but not limited to the following with the following schedule:

The location of the property subject to this Agreement is

\_\_\_\_\_

The Designer and the Client shall have \_\_\_\_\_ meetings to discuss the process, budget planning and objectives pertaining to the project. The Designer agrees to visit the project site to take any necessary specifications including, but not limited to measurements, drawings, and photographs.

The Designer agrees to provide with various design directions which may include elements such as color schemes, furniture selections, imagery and preliminary floor plans based on the information provided to the Designer by the Client. The Client shall select one of the design directions in which the Designer will create a finalized design plan ("Final Plan"). The Final plan shall include the following items; floor plan, painting plan, furniture, fixtures, decorative items, and specifications for construction and mechanical or electrical work.

The Designer shall present Client with a selection of items and their costs including but not limited to; furniture, fixtures, decorative pieces, and custom artwork, based on the Final Plan. At no time will the Designer be expected to source the materials based exclusively on price, nor shall be tasked with sourcing any material for a lesser price than that which originally presented to the Client.

## **2. Material Expenses and Design Fees**

The Designer agrees and acknowledges that the Client shall reimburse the Designer only for the pre-approved out-of-pocket expenses incurred by the Designer in connection with the project. The Designer shall invoice the Client for all out-of-pocket expenses as they are incurred and Client shall pay such invoices upon receipt. In the event that the Client rejects any presented material, the Designer agrees to use best reasonable effort to find suitable alternatives.

Payment for each material shall include both the market price including shipping, handling and taxes, less any designer discount, plus a design fee of \_\_\_\_\_.

The Client acknowledges that the Designer spends a significant amount of time and resources to find, select and modify ("Sourcing") the materials for the project and that, unless the Designer consents in writing otherwise, the Client agrees to make all the purchases through the Designer. Violation of this shall constitute a material breach under the terms of this Agreement and result in a punitive fee equal to no less than 10% of the projected total cost of the project.

All work performed and delivered by the Designer shall be considered accepted by the Client unless the Client notifies the Designer within \_\_\_\_\_ days. Upon receipt of such notice, the Designer shall be given a reasonable opportunity to effectuate to cure within a timely manner.

The Client agrees to pay the design and styling fees (fees other than that are for the materials) shall be charged on hourly basis.

Chargeable services include time spent preparing and reviewing with the Client: room/furniture layouts; design schemes for colors and fabrics, options for furniture, wall coverings, accessories, draperies, tiles, floor coverings, countertops, cabinetry, trim and related items. Chargeable services also include the hours spent by the Designer with other suppliers of materials and services which are not being pursued through the Designer which may include trim and cabinet carpentry, painting, electrical and plumbing fixtures and other items as requested by the Client.

For Chargeable Services, the Client agrees to pay the Designer at the rate of \_\_\_\_\_ per hour.

The Client agrees that the invoices for the custom purchases shall be presented periodically in accordance with the project schedule of the work being performed as indicated above are due and payable when being presented. All custom purchases shall be procured on behalf of the Client upon the Designer's receipt of the full purchase price of the item in question. All applicable taxes and incurred freight charges shall be invoiced periodically.

### **3. Terms of Payment**

The Designer will invoice the Client periodically and such invoices shall be payable within \_\_\_\_\_ days upon receipt.

The payment mode of the services given by the Designer shall be \_\_\_\_\_.

### **4. Refunds**

The Designer shall use the best reasonable efforts to assist Client with any returns provided that requests for returns are made within 14 days of the material's receipt, unless otherwise provided by the vendor.

All returns are entitled to a refund of the purchasing price minus the Designer's standard \_\_\_\_\_ markup, the shipping fee, restocking fee when applicable as determined by the vendor.

The Client acknowledges that the payments rendered for work performed or completed on design services including but not limited to design directions and the final plan are non-refundable even in the event of a termination.

### **5. Delivery of Goods and Services**

The Client reserves the right to refuse any goods or services and to cancel all or any part of the goods not conforming to applicable specifications, drawings, samples or descriptions or services that do not conform to the

prescribed in this Agreement herein. Acceptance of any part of the order for goods or services shall not bind the Client to accept future materials nor deprive it of the right to return goods already accepted at the vendor's expense. Over shipments and under shipments of goods shall be only as agreed to in writing by the Client. Delivery shall not be deemed to be complete until all goods or services have actually been received and accepted in writing by the Client.

## **6. Client Responsibilities**

The Client understands and agrees that it shall be responsible for reviewing and proof-reading all finalized design plans and responding to various requests by the Designer which may be necessary for the completion of the project.

## **7. Changes**

In the event of any of the parties demands to make any changes in the project, they must;

Submit the changes within a reasonable time which will not harm the conduction of the other project aspects,

Change order should be submitted in writing and a detailed explanation must be given,

If the Client requests for a change, the Designer shall, promptly after the receipt of the written change request, within a reasonable time, provide the Client with a written estimate of the estimated time required to implement the change, fees and charges to be incurred or adjusted as a result of the change or any anticipated impact on the overall project time. The Client agrees to pay any additional costs and charges incurred as a result of the change request, which are outside the scope of Agreement on a time and material basis, plus the standard design markup fee of \_\_\_\_\_ and \_\_\_\_\_ of the services.

## **8. Term and Termination of the Agreement**

This Agreement shall commence on the date on which this proposal

attached above is signed and agreed upon by both parties which is \_\_\_\_\_ and extend for a period ending upon the completion of the project or upon 30 days prior written notification by either party regarding the termination of this Agreement.

The Designer reserves the right to terminate this Agreement at any time with, or without, cause. If Designer terminates this Agreement, Designer shall provide to Client reasonable notice of such termination, and deliver to Client any material that has already been paid for.

This Agreement may be terminated by either Client or Designer upon either Party's failure to perform, provided that termination may not be effected unless written notice specifying the nature and extent of the failure to perform is given to the concerned Party within a reasonable time and such Party fails to cure the defect within 30 days of receipt of such notice.

Unless otherwise agreed to and signed by both Parties in a separate, written document, in the event that Client terminates this Agreement after Designer has completed the Final Plan, Designer shall be entitled to an inconvenience fee of \_\_\_\_\_ of the projected total cost of the Project.

## **9. Liability and Indemnification**

Under no circumstances shall either Party be held liable to the other, or to any third party, for any loss of use, revenue, or profit; provided, however, that in the case of termination by Client, Client shall be liable to Designer for any unpaid fees, expenses, purchases, and any additional costs incurred by Designer but not yet paid to Designer by Client as of the effective date of termination. Client agrees to indemnify, save and hold harmless Designer from any and all damages, liabilities, costs, losses or expenses arising out of any claim, demand, or action by a third party arising out of any breach of

Client's responsibilities or obligations, representations, or warranties under this Agreement.

Under such circumstances, Designer shall promptly notify Client in writing of any claim or suit; whereby a) Client shall have sole responsibility of the defense and all related settlement negotiations, and b) Designer shall provide Client with commercially reasonable assistance, information, and authority as necessary to perform Client's obligations outlined in this section. Client shall reimburse the reasonable out-of-pocket expenses incurred by Designer in providing such assistance.

## **10. Miscellaneous**

### **a) Severability**

If any particular term, covenant, or provision of this agreement is determined to be invalid or unenforceable, the invalidity or unenforceability thereof will not affect the remaining provisions of this agreement, which will nevertheless remain in full force and effect.

### **b) Force Majeure**

Performance by either party under this agreement is excused during the period such performance is prevented or delayed by government restrictions (whether with or without valid jurisdiction), war or warlike activity, insurrection or civil disorder, or any other causes similar or dissimilar to the foregoing that are beyond the control of either party and are not foreseeable at the time the agreement is executed.

### **c) Counterparts**

This agreement may be executed in counterparts and either party hereto may execute any such counterpart, each of which when executed and delivered will be deemed to be an original and all of which counterparts taken together will constitute one and the same instrument.

**d) Assignment**

Neither party hereto may assign this agreement without the written consent of the other, such consent not to be unreasonably withheld.

**e) Entire Agreement**

This agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes all pre-existing agreements and understandings between them with respect thereto.

**f) Governing Law**

This agreement is to be governed for all purposes by, and construed in accordance with the law of \_\_\_\_\_ and venue is to lie exclusively in the courts of \_\_\_\_\_.

**Signature**

**Signature**

\_\_\_\_\_

\_\_\_\_\_



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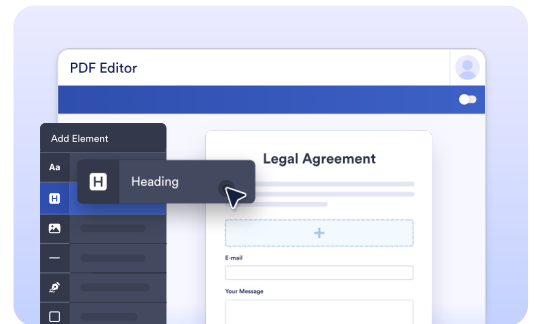
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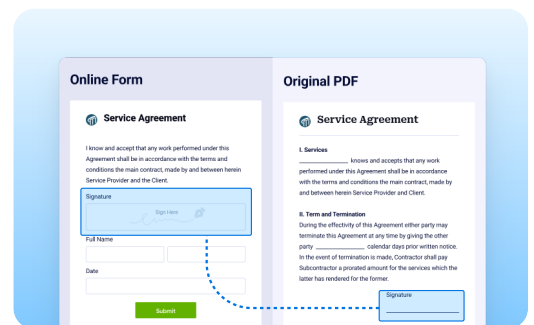
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