



DESIGN AGREEMENT

OWNERS: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____

PROJECT ADDRESS: _____

SPACE(S) TO DESIGN: _____

RATE: \$110 per hour for all time spent including design, drafting, meetings, performing cost analysis, research and telephone conferences. Travel time outside of Sarasota (portal to portal) will be billed at \$55.00 per hour.

BILLABLE EXPENSES: Before photos, enlarged copying & printing, oversized mailing, city fees if required, samples if requested.

ESTIMATED TIME RANGE: _____ Hours

SCOPE OF WORK:

**Typical %
of Time:**

Phase I	Interview & analysis, base drawings, preliminary code research as necessary.	
Phase II	Concept development, review alternate approaches, revisions to designs, finalize floor plans, draft interior elevations.	
Phase III	Refine plans & elevations, start specifications, electrical, HVAC & custom items. Verify code compliance.	
Phase IV	Finalize drawings and specifications. Complete construction package.	

EXCLUSIONS: Estimated time does not include engineering, coordinating with engineering, structural drawings, zoning approval, Title 24, Design Review, plot plan, exterior elevations, documenting entire floor plans or construction observation. These items can be contracted for with additional fees.

DEPOSIT REQUIRED: \$_____.00 due upon signing of contract. This amount will be deducted from the final payment.

BILLING: Monthly or at completion of each phase. Payment is due upon receipt.

MISC: Designer retains the right to photograph the finished project.

AGREED: _____ **DATE:** _____

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(Owner)