



November 27, 2012

Sample

DESIGN PROPOSAL FOR YOUR HOUSE

This proposal is a general summary of design and drawing services, and will become our contract, if you accept. Included items are shown below.

- 1. Drawings as needed for building department and client approval. Checked boxes apply for this project. Items not listed or not checked are not included.
x 3d design sketches
x Architectural site plan.
x Architectural floor plan(s)
x Architectural elevations, sections, and details.
x Structural framing and foundation drawings
x Preliminary construction estimate
- Contractor selection
- Presentation meetings to others
- Detailed construction estimate
- Electrical switch and lighting location plans
- Garage included
- Carriage house included
- Photo real 3d renderings
- Construction related services
- Soil report
- Survey
2. Coordination with the local Building and Zoning Departments to obtain approval, including submittals, professional responses to questions, and resulting additions to the drawings.
3. Additional services, beyond those listed above, are available at \$50/hr or by lump sum proposal.
4. Additional printing, beyond requirements for approval, shall be reimbursed at cost plus 10% or paid direct to printer on receipt of the prints.

DESCRIPTION OF THE WORK

The work is a new detached accessory dwelling and garage.

FEE

Monthly billing as progress warrants, or (for projects less than a month) to be paid in full on the date of submittal to the building department.....\$0.

TERMS

- 1. This contract is a summary based on AIA Document B101-2007. B-101 is not a part of this contract except to clarify the language of contract issues provided in this document.
2. The architect may stop work if fees are not paid when due. Past due fees of 18%/year apply.
3. In the event of a dispute, the parties will attempt to resolve their differences thru mediation if the amount is \$7,500 or more.
4. If this contract is terminated by the client for reasons other than non-performance, the architect shall be owed fees earned to date plus 25% of the remaining balance.
5. This contract may be initiated by verbal agreement and followed up by written authorization.
6. The architect carries professional liability insurance in the amount of one million dollars.
7. The architect is not responsible for damages if the documents are not followed or if damages are caused by others.
8. The client is responsible for timely response to the architect's questions and to the drawings submitted for review.
9. The architect has a duty to inform the client of various project design possibilities.
10. Construction management expertise and construction license is not included in this contract.
11. This is a private transaction. All communication between architect and client is 100% confidential unless requested otherwise.
12. During construction, the client grants permission to place a 24" sq sign on the property showing the architect's phone number and web site address.
13. Email or fax signatures are accepted. The parties agree to notify each other if changes are made to this document.

If you are comfortable with this form of agreement, please sign below and mail one original to the architect.

client date client date

WS [Signature] Steve Culbertson Steve@Landmarkk.com