

Letter of Agreement Assignment

INDS 2325 Professional Practice for Interior Designers l

6271-16887-INDS-2325

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October 25, 2026

THE 8DC'S INC... INTERIORS

Residential Interior Design | Sole Proprietorship

October 25, 2026

Victor and Maria Chang
1274 Mossy Oak Lane
Bellaire, TX 77555

Re: Letter of Agreement Kitchen and Adjacent Family Room Remodel

Dear Mr. and Mrs. Chang:

We appreciate you thinking of The 8DC's INC. for your interior remodeling project. The services, obligations, costs, and terms under which I, as a sole owner, intend to provide interior design services for the kitchen and adjacent family room at the aforementioned property are outlined in this letter. Acceptance of these terms shall be indicated by your signatures below.

1. Scope of Design Services

I will measure the site and conduct an initial consultation, assess the clients' objectives and financial constraints, create a space plan and design concept, and offer suggested color schemes, cabinetry ideas, countertops, backsplashes, flooring, lighting fixtures, furniture, and finishes suitable for the two rooms. A final finish and furnishing timeline, one preliminary design presentation, one updated design presentation, and enough design drawings to convey the interior design concept to the clients and their contractor are among the deliverables. There are two rounds of appropriate adjustments.

2. Services Not Included

Contractor labor, construction management, structural engineering, architectural services, mechanical, electrical, and plumbing engineering, code certification, permit drawings requiring a certified professional, and product purchase prices are not included. Clients may purchase these services independently from suitably qualified experts.

3. Contractor and Construction Responsibilities

A contractor that will independently oversee construction, labor, scheduling, site safety, permits, inspections, and adherence to relevant building regulations has already been chosen by the clients. I may take part in up to two planned coordination meetings and

respond to design-related inquiries. I cannot guaranty the contractor's workmanship or timeliness, nor do I oversee the contractor's means, techniques, or jobsite safety. Any modifications to the design that have an impact on construction must be negotiated with the contractor and agreed by the clients.

4. Proposed Schedule

After receiving the signed contract, the first payment, access to the land, and the required project data, the design process is anticipated to take six to eight weeks. Delays in selections, approvals, site circumstances, or third-party information could alter the timeline. This estimate does not account for the construction duration, which is determined by the contractor.

5. Design Fee and Payment Terms

The above-mentioned design services have a fixed cost of $7,500. The following payments are due: $1,500 (20%) at the time of signing; $1,500 (20%) following the preliminary design review; $3,500 (40%) upon delivery of final design drawings and specifications; $750 (10%) at the start of construction; and $750 (10%) upon completion of the design services and final project consultation. Within ten calendar days, invoices must be paid. Even if contractor building is delayed for uncontrollable reasons, the final installment is required when the agreed-upon design services are finished.

6. Additional Services and Expenses

Extra revisions, more site visits, or redesigns due to altered needs are examples of client-requested services outside the scope of the agreement that require prior written approval and will be charged at $100 per hour. Before being incurred, any reimbursable costs for printing, sampling, shipping, or travel must be authorized in writing. Without a separate written purchase authorization, no furniture or supplies will be ordered on the clients' behalf.

7. Client Responsibilities and Approvals

The customers will designate a principal decision-maker, offer accurate information about the project's requirements and budget, allow acceptable site access, and react quickly to design proposals. Prior to purchase or installation, formal customer consent is required for all material and finish choices. Unless a separate buying agreement is made, clients will pay contractors and vendors directly.

8. Changes, Suspension, and Termination

Any significant modification to the scope, pay, or timetable must be recorded in a formal addendum that is approved by all parties. This agreement may be terminated by either party with seven calendar days' written notice. Through the termination date, the clients will pay for services rendered and preapproved costs incurred; any unpaid prepaid share will be reimbursed. After giving written notice, work may be suspended for unpaid invoices.

9. Design Documents and Liability

I provide the clients a nonexclusive right to use the final, paid-for documents for this one residential project, but I maintain authorship of my drawings and design materials. Field measurements and installation circumstances must be confirmed by the contractor. There is no guaranty regarding contractor performance, supplier items, or unanticipated circumstances; but I shall provide services with reasonable professional care. This agreement does not restrict any rights or remedies that cannot be legally waive.

10. Agreement and Acceptance

This letter serves as the final contract for the aforementioned design services and may only be changed in writing. This agreement is governed by Texas law. Before pursuing further options, the parties will try to settle disputes through sincere dialog.

Sincerely,

_____

Owner / Interior Designer

The 8DC’s INC... interiors

Accepted and agreed:

Victor Chang: _____ Date: _____

Maria Chang: _____ Date: _____

Reflection: The Importance of Design Contracts

Because they set clear expectations before any work starts, design contracts are crucial. The project's scope, design services, costs, payment schedule, and each party's duties are all outlined in a formal agreement. When it comes to residential design, clients can think that the designer is in charge of construction or purchasing, but in reality, a contractor or vendor handles those duties. By putting these restrictions in writing, the designer can deliver the work in a professional manner, avoid misunderstandings, and safeguard the client's money. A contract also offers a useful method for handling modifications and settling disputes. Unexpected circumstances, delayed choices, and demands for more work can all occur during remodeling projects. Both parties have a point of reference for just decisions when the agreement specifies how changes, additional costs, approvals, and termination will be handled. In my opinion, a well-written Letter of Agreement fosters communication, accountability, and trust throughout the design process, making it more than just a legal document.

References

Course textbook, Chapter 10, Table 10-1, p. 180 (project planning and client information checklist); Table 10-4, p. 193 (sample compensation methods and fixed-fee payment milestones). Provided course excerpts. The agreement above is original classroom sample wording, not copied clauses from an outside contract.

Note: This document is prepared for an academic exercise and is not a substitute for legal review before actual client use.