**Interior Design Agreement**

This Interior Design Agreement ("Agreement") is made and entered into on this \_\_\_ day of \_\_\_\_\_\_\_***, 20***, by and between:

**Designer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Client:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Phone/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Together referred to as the “Parties.”

**1. Scope of Work**

The Designer agrees to provide interior design services for the following project:  
Project Description/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The scope of work shall include, but is not limited to:

* Space planning and layout
* Design concept development
* Selection of materials, furnishings, and finishes
* Procurement and purchasing assistance
* Coordination with contractors/vendors (if applicable)
* Presentation of design proposals and revisions as outlined herein

Any services outside the defined scope shall require a written change order and may result in additional fees.

**2. Project Timeline**

The project shall commence on \_\_\_\_\_\_\_\_\_\_ and is expected to be completed by \_\_\_\_\_\_\_\_\_\_.  
The timeline may be adjusted for reasons including but not limited to delayed approvals, material availability, or other unforeseen circumstances beyond the Designer’s control.

**3. Fees and Payment Terms**

* **Design Fee:** $\_\_\_\_\_\_\_\_\_\_\_ (flat fee / hourly rate of $\_\_\_\_\_\_).
* **Payment Schedule:**
  + Deposit of $\_\_\_\_\_\_\_\_\_\_ due upon signing this Agreement.
  + Progress payments as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Final balance due upon completion of services.

Payments must be made within \_\_\_ days of invoicing. Late payments may incur a fee of \_\_\_% per month.

**4. Client Responsibilities**

The Client agrees to:

* Provide timely decisions, approvals, and payments.
* Ensure access to the property as needed for the project.
* Purchase or reimburse the Designer for all approved furnishings, fixtures, and materials.
* Engage licensed contractors where required for construction or installation.

**5. Designer Responsibilities**

The Designer agrees to:

* Provide professional design services with reasonable skill and care.
* Communicate project progress in a timely manner.
* Recommend qualified vendors/contractors (if applicable), but is not responsible for their performance or work.

**6. Materials, Purchasing & Procurement**

Purchases made by the Designer on behalf of the Client must be pre-approved in writing. The Client shall be responsible for all costs of materials, furniture, and shipping. Title to purchased items shall pass directly to the Client.

**7. Revisions**

The Designer will provide up to \_\_\_ revisions per design phase. Additional revisions beyond this allowance may be billed at $\_\_\_\_\_ per hour.

**8. Intellectual Property**

All design concepts, drawings, and documents produced by the Designer remain the property of the Designer. The Client is granted a limited license to use these materials solely for the project. Reuse of designs without the Designer’s consent is prohibited.

**9. Confidentiality**