

# II

## INTERIOR ARCHITECTURE & DESIGN



## FEE STRUCTURE

The purpose of this document is to outline how we charge for our services.

Thank you for reaching out to Interiors by Ingrid  
to potentially assist you with your project.

sincerely yours,  
**INGRID ŠÍROVÁ**  
Design Director

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# II

## INTERIOR ARCHITECTURE & DESIGN

### FEE STRUCTURE

#### INITIAL CONSULTATION

An important part of our assessment is to view your chosen space, discuss your requirements, budget and assess how much involvement you need from us. This initial consultation takes place in your home, within days of you first contacting us.

The consultation is your opportunity to show us the space, present us with your ideas and ask us any questions you may have about how we work. The consultation lasts approximately 60 minutes, during which time we discuss your interior needs in greater detail, show you our portfolio and get a better feel for the area you wish us to design.

At this stage, if required, we would also take photographs of the space in question.

Following the meeting, we will send you a detailed design fee proposal for the work.

#### HOURLY FEE

This fee structure works great for smaller projects with limited amount of time required for completion.

The cost-per-hour takes into account design, travel time, site visits, shopping time, email or phone conversations, or other hours indirectly spent on your project.

Fee: £55.00 + vat per hour

#### FIXED FEE

A flat fee based on the project size and requirements.

A detailed design fee proposal for the work will clearly list what is included in this fee, along with how many revisions are available and the contract's expiration date.

Fee: TBC

## PROJECT COORDINATION/ MANAGEMENT

Interiors by Ingrid Ltd, if commissioned, will produce competitive costings & negotiate trade discounts which will be passed onto you,

this mitigates or even exceed all of the design fee paid.

Work on your behalf to see the project through from start to completion.

We will appoint contractors, source suppliers, organise the work/installation, hold regular site meetings with the contractors and co-ordinate hand-over.

Fee: 10% of overall spend

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## INTERIOR ARCHITECTURE & DESIGN

### TERMS AND CONDITIONS

1. INTERIORS BY INGRID Ltd (II) does not assume any responsibility for the design of structural, electrical, plumbing, heating, or other mechanical systems that exist or might be needed for the project.
2. The drawings and documents prepared by II remain the property of II and cannot be used by you for any other purpose than the completion of the project.
3. II will perform the services described in good faith but cannot responsible for the performance, quality, or timely completion of work by others. Further, II shall not be responsible for any changes to the project that the client or contractor(s) make without informing the designer.
4. If outside consultants, including but not limited to architects, structural engineers and mechanical engineers are needed for the project, they shall be retained and paid for by the client and II shall cooperate fully with these consultants. Such consultants shall be responsible for code compliance in the various areas of their expertise.
5. The client is expected to grant reasonable access to the premises for the designer and the designer's agents, as well as to contractors required to perform the agreed-upon work.
6. A contract may be terminated for any reason by either the client or II, provided 10 (ten) days written notice has been given. In the event of termination by the client, the client will pay II for all work done and expenses due up to the date of termination.
7. II have the right to document the project in progress and once completed by professional photography, which may be used for portfolio, blog, brochure, public display and similar publicity purposes, in a sensitive/ confidential manner. In addition, shall the client document the project, or/ and if the documentation is released to the public II will be given credit as the Interior design studio of the project. External photographs of the property are to be approved by the client before public release.
8. Product purchases are billed and handled independently of design service.
9. All items design and specified by II are to be purchased through II.

10. All quoted prices are exclusive Vat, with Vat charged at the prevailing rate.
11. 80 % deposit for the design fee is payable upon engagement, with 20% upon the issue of final drawings.
12. All payments are payable directly to INTERIORS BY INGRID Ltd, NatWest, 48716731, 01-05-41