

YOUR EDESIGN, STAGING OR COLOR PROJECT

LETTER OF AGREEMENT
AND TERMS OF SERVICE



**Home Staging, Interior Design
Social Media Advertising**



I am super excited to work with you on your project!

With my design support, and your collaboration, I am confident that we will create a space that truly speaks to your needs and will be something you are incredibly proud to share with others.

It is in my experience, with many satisfied clients, that both parties involved in a project should agree to the approach and be mutually responsible for achieving the results.

The integrity of my work, business practices and relationships with my clients is paramount to me. This proposal & agreement is intended to describe how that integrity serves our interests for the successful outcome of your project.

I work Monday through Friday from 8:30 AM-4:30 PM Alaska time. I am available for messaging and pre-scheduled calls on weekends should you need that support. You can communicate with me through email and Facebook messenger on my website.

This letter serves to record of our agreement for the project's scope, our respective roles and responsibilities, clear expectations for the standards of success and to record our mutual understanding of the conduct, terms and conditions of our work together.

This Letter of Agreement will assist you in understanding what to expect, how the experience will evolve and justify your confidence in my judgment.

Please reach out to me if you have any questions, regarding the following pages.

Warmly,
Mary Ann

LETTER OF AGREEMENT

This letter confirms our agreement for design/color/or staging services to be performed by Northern Lights Home Staging and Design.





SCOPE OF WORK

Scope Of Work - Your scope of work is based on the package you purchased and the information noted in the "Learn More" page for each package on my website describing what each package entails.

- Full Service Edesign
- Refresh Edesign
- Floor Plan
- Design Consultation
- Re-Design Consultation
- Vacation Rental Consultation
- Home Staging Consultation
- Virtual Staging
- Color Consultations
- Designer on Call- 2 hour minimum or by the hour as an add on to other packages.

Total Cost

- Your total cost is based on the total of the package prices stated on my website plus applicable taxes..

Objectives-

To provide a beautiful home that exceeds your expectations.

Based on your selected package, this entails working with existing furniture and selections as well as with new furniture and decor if noted in your selected package to create a cohesive and inviting space.

PROJECT PHASES AND PROCESS

Mary Ann Benoit will manage the Interior design sequence of this project.

Phases

- Rooms or design will be completed within the time frames noted on the website for each package. If you have selected several packages, we will work together to determine the timeline, sequence and priorities that work best for you and your project.

Process- Based on the Package you have Purchased.

- Based on your particular package, the process may include all or parts of the following steps.
- Sign this Agreement- All
- Make Payment using the Paypal button on the website.or by an emailed invoice if you prefer-All
- Fill out the design or color questionnaire and upload photos and measurements if needed for your package.
- If requested for your package, add inspiration images and preferred color palettes to our secret Pinterest board in the appropriate sections.
- I will start your design after payment is made and you submit your questionnaire, photos and measurements if requested for your package.. If included in your package. I will complete your initial floor plan and concept board within 7 business days after your submit your information for your review.
- After you review your floor plan and concept board, we will collaborate to make any adjustments. Up to 3 revisions per item are included, Additional revisions are billed at an hourly fees at \$125 per hour..
- If needed a revised concept board will be completed after our collaboration for your review..
- After your acceptance of the concept board I will complete a 3D render within 7 business days.. **(Full Service Edesign and Virtual Staging only)**. During this time I can also start ordering any trade items that you have agreed to and are positive you will be buying.
- After you review and accept your final 3D render (1 complimentary revision is included, additional revisions available at \$99 per revision), I will prepare your final design package with your concept board, floor plan, render, shopping list , set up instructions. and complete any final ordering. **(Full Service Edesign and Virtual Staging only)**.
- If there is any trade only furniture or other items I will be ordering for you, I will send you an invoice and handle the ordering and coordinate the process.

TERMS OF SERVICES





TERMS OF SERVICE AND PRIVACY POLICY

Please review my Terms of Service listed on my website..

Please review my Privacy Policy, also listed on my website.

DESIGNER TRADE SOURCES AND AFFILIATES

Your final shopping list will be links to retail items that you can purchase on your own. I will make every effort to find you the best prices. Some links may contain affiliate links, which pay me a small commission but does not increase your price in any way. My promise to you is to always make selections based on what I think is best for your design, regardless if the selection is an affiliate. I have trade sources that may only be available to designers, or that I might be able to get you some discount off retail prices. If you would like me to order from these sources, sign on the last page, and I will take care of the ordering and coordinating for you and will invoice you and collect full payment for the item before ordering. I will take care of all the logistics, shipping, and billing for trade items. Items I purchase must be paid for up front and most items cannot be cancelled or returned. I provide support for the design sources up to 60 days after the design is complete. It is important for you to order items on your shopping list in a timely manner before things go out of stock or prices change. After 60 days, I can provide support to source new items at my hourly rate.

PHOTOGRAPHS AND DESIGNS

You agree to allow me to photograph local projects during all stages of the project. Any photographs or designs may be used for business purposes, including, but not limited to: press, publications, online, social media, marketing, advertising, and print. I will not disclose your name or address without prior consent. Designs remain the property of Northern Lights Home Staging and Design and may not be copied, sold or used beyond your project.

TERMINATION

If you or I desire to terminate the business relationship, you will be responsible for any outstanding reimbursable charges and hourly fees. All in-process proposals and orders will be completed by Designer and delivered to the Client. If a balance remains in Client's account, the amount will be refunded after the above charges have been deducted. Client agrees to take no action which is intended, or would reasonably be expected, to harm the Designer's reputation or which would reasonably be expected to lead to unwanted or unfavorable publicity to the Designer.



DESIGNER DISCLAIMER

Northern Lights Home Staging and Design is an Interior Design advisory service, and therefore, I cannot be responsible for circumstances beyond my control such as manufacturing imperfections, mislabeled dimensions, shipping problems, late deliveries, out-of-stock items, or vendor price changes. Similarly, I cannot be responsible for confirming that suggested furniture items will fit through your doorways, hallways, stairways or elevators or for inadvertent mis-measurements of suggested furnishings. Although this list is certainly not all-inclusive, the point is that you retained Northern Lights Home Staging and Design to help you with interior design choices, not the logistics of implementation.

All final color, material, and product decisions are the sole responsibility of client. Northern Lights Home Staging and Design cannot be held liable for product, material, color selection, painting, or installation. It is recommended that you always test paint colors on your walls prior to painting. Look at the sample colors at different times of day to make sure you like the way it looks in different lights. We are not responsible if you do not like it after implementation.

In any event, you agree that our total liability to you in regard to any claims arising out of relating to this Agreement, or the services performed will not, for any reason, exceed the total amount of fees actually paid by you to us under this Agreement. Northern Lights Home Staging and Design will not be responsible for any consequential damages. You agree that no action for breach of this Agreement may be brought more than one year after the date of your service.

All vendor prices, lead times, color swatch availability are approximate and may vary. All prices are approximate and may have changed since the time of website publishing. All pricing is exclusive of shipping and tax.

All measurements to be verified by client and/or contractor prior to purchasing product. These are consulting services only. Furniture and other products are not included in this fee. All sketches, plans and designs are design drawings only for the purposes of illustration and are not for construction.



Thank you for selecting me for your project. I intend to do all I can to justify your confidence in me. Trusting me to discover, create and carry out your project will be a privilege.

Acceptance:

If this agreement meets with your acceptance and approval, please sign and return one copy along with your non-refundable payment, and keep one copy for your records. You are agreeing to the Letter of Agreement, Disclaimer Agreement, and Terms of Service and Privacy Policy. Please note also if you would like me to consider trade sources for your project. Thank you!

Client Name #1: (Decision making authority)

_____ **Date:** _____

Client Signature: _____

I would like Northern Lights Home Staging and Design to consider trade sources for my project. If yes, sign below.

_____ **Date:** _____

Designer Signature

///s/// Mary Ann Benoit

Date: 5-9-2019

Thank You...

I look forward to working with you
and creating a space you will love for
years to come!

*Warmly,
Mary Ann*

