



Mailing: Post Office Box 113 ~ Doylestown, PA 18901 ~ Tel: 215.794.5930
 Physical: 2571 Furlong Road ~ Furlong, PA 18925 ~ Fax: 215.794.5931

DESIGN AGREEMENT

Hankins & Associates Design Agreement specifies the terms as to how our services will be compensated. Our services include consultation, site measurement, needs analysis, plan take-off, conceptual layout, elevation and/or perspective drawings, electrical layout, and tile design.

An initial “in-studio” or “in-home” consultation is provided without charge when within thirty minutes of our Furlong, PA office. *areas beyond may incur an additional charge.* The initial consultation offers the opportunity of introduction and the ability to learn about your project, assess your needs, possibly discuss potential design concepts, educate you on our services and products and ultimately determine how best to proceed. It is suggested that you download, complete and have available our Questionnaire form for that first meeting.

Thorough site measurements are taken during an “in-home” visit. From our office, using either site-measurements or your architect’s plan, a preliminary plan view design concept will be created for you to react to during a second meeting at our office. At this meeting we will discuss design, budget and other information pertinent to your project. To continue with a design and planning program for your kitchen, bath or other room, a design retainer *tailored to your unique project and scope* will be due. The \$_____ design retainer allows for _____ hours of development and design time and is *due in full*. We cannot release any design material prior to acceptance and receipt of a completed Design Agreement form. Unless otherwise specified, your design retainer will be credited in full to the purchase price of cabinetry provided by Hankins & Associates, Inc.

The scope of our guidance is tailored to your project needs, budget and what we are supplying. If you require selection assistance on other than cabinet materials that *you are providing* such as granite, tile, flooring, etc. time will be billed accordingly at \$125.00 per hour. In instances where the client has exhausted the calculated Design Agreement *design time* due to changes, additional consultation time may be necessary and billed accordingly. Additional consultation hours are not applicable for credit towards the purchase price of cabinetry or any materials. Time, travel and lodging for outlying projects shall be quoted on a per project basis.

I/We understand that the design retainer fee is due in full upon signing this agreement. Monies and fees are non-refundable except as noted herein.

Accepted: _____ Date _____
 Client Signature

Accepted: _____ Date _____
 Client Signature

Accepted: _____ Date _____
Hankins & Associates, Inc.

Notes/Other Conditions: _____

