



EXPERT PLANNING * CREATIVE DESIGN * CAD DRAFTING * REMODELING SPECIALIST

Working to create lifetime kitchens and lifelong friends

Dear Inquirer,

Please accept the following information about my company and services:

Kitchen Artworks is a truly, independent, design firm working in the San Francisco Bay Area. We represent no particular product but we have wide experience with the better lines of manufactured cabinetry. We also work with local custom cabinetmakers and finishers. Our independent status gives you complete freedom of choice.

We have many years of feedback from clients on appliances, fixtures and surfaces to advise and assist you in your selection of both products and providers. The finished quality of our drawings and specifications provides suppliers with little work to do, giving you the best possible discount.

We can assist you in selecting a contractor, architect, interior designer, engineer, or any other team member to meet the needs of your project. We will also gladly work with any professionals you may have already chosen to be on your team.

Our current fees are \$125.00 per hour. This hourly rate is charged on all time spent on your project, including, but not restricted to: meetings with you or your representative, telephone conversations, emails, faxes, consulting, research, design and drafting time.

An Initial Consultation at your residence or project site is subject to a \$375.00 minimum charge at the close of our meeting. Our current hourly rate and travel time will be applied to this visit and any remaining funds will be credited to your account for future use. If your \$375.00 payment does not cover the revised invoice, you will be billed the difference. This minimum fee requires a serious commitment on the part of you, the client. Please call us to discuss your project at length and talk to our references before scheduling your first meeting, to determine whether we are the right company for you.

Shopping, purchasing, receiving or negotiating with suppliers is charged under a separate fee structure. Most of our clients prefer to do their own shopping and purchasing and we encourage that.

We also charge \$40.00 per hour for travel time from and back to our office on your behalf. Paper copies of our plans and specifications are \$5.00 each, whether faxed, mailed or emailed as PDFs. Final plans are usually transmitted to a reproduction house for blueprinting. These print house fees, usually between \$75 and \$150, will be billed to your account with no upcharge.

Billing is in stages and invoices are *payable on receipt*. Office administration is included at no additional charge.

A typical *one room* project usually bills at one to four thousand dollars depending on the complexity of the project and the decisiveness of the homeowner. It is easily possible to exceed these sums. If you prefer to work with a dollar limit, we are happy to oblige. On our web site you will also find a checklist detailing the typical billing stages of a remodeling project. Please use it to help guide us as to our involvement and your expenses.

Please read this information, then sign and date this sheet and provide us with a copy on our initial visit.

Designer: Peggy Deras, CKD, CID _____ date: _____
Homeowner(s): _____ date: _____
_____ date: _____