

COOPER ~ KIRBY INTERIOR DESIGN ASSOCIATES
Residential – Commercial - Consultation

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How We Work

SECTION I

A. Hourly Design Fees:

1. For on job house walk through, all initial planning, which includes furniture layout specs, fabric suggestions, furniture suggestions, preparation time, there will be a fee of 125.00 an hour. Billable time for the above will not exceed 20 hours.
2. In addition to item #1, time spent on site in consultation with builder, craftsmen, painters will be billed at 150.00 an hour.
3. In addition to item #1, Time spent working with an artist on murals will be billed at 150.00 an hour plus a 10% commission based on the artist's fee.
4. In addition to item #1, any other billable hours will be negotiated between the client and the designers when necessary.
5. No time will be billed for telephone or internet "consultations," as long as the time is of a reasonable nature.

B. All fabrics, trims, wallpaper, furniture, etc., which we sell through our suppliers is offered to our clients at a 20% discount off the retail price for payment in full. A 20% commission will be charged on top of the retail price of any items purchased or approved from outside sources, including fabric, antiques, furniture, accessories of any kind, and like items.

C. All freight, shipping and delivery charges are EXTRA and are billed as we receive the invoices.

D. Throughout the year we receive price increases; many times the increases are unknown to us until after an order is placed; therefore, we cannot be responsible for a price increase. Price increases in the design industry usually take place in January and July.

E. We will arrange for installation of window treatment, wallpaper, furniture upholstery, and any needed delivery and other installation services. We will quote to you an estimated price concerning any of the above-mentioned labor. The client will be billed from us and pay directly to us the cost of installation of window treatment and/or wallpaper, furniture upholstery labor, delivery labor and other installation service labor.

Wallpaper hangers, drapery installers, and other specialized laborers charge a trip fee in addition to installation fees. These fees will be billed at the same time as the above.

SECTION II - Placing Orders

A. An itemized invoice will be prepared as soon as an order is placed.

B. ***Payment in full*** is expected at the time of the order so that the client may receive the 20% discount.

C. ***Once an order is placed it cannot be canceled.***

D. **Delivery time** (estimated)

1. Wallpaper and fabrics - normally one to two weeks
2. Drapery - seven to nine weeks after receipt of fabric
3. Furniture - eight to sixteen weeks after receipt of fabric

4. Custom Rugs – six to twelve weeks or more

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- E. As soon as items are in our possession, an ***appointment for delivery and setup*** will be arranged with our client/s.
- F. All delivery depends upon the ***availability*** of items at the time the order is placed.
- G. We will notify the client should a choice be out of stock and destined for an extended ***back order*** time.
- H. ***Please note that any items ordered after August 15, cannot be guaranteed for Thanksgiving and Christmas delivery.***

SECTION III – Small and Medium Business Design.

Pricing for each individual job is negotiated on site.

SECTION IV – Other Services

- A. Staging homes for resale.
Cost negotiated according to the scope of the job.
- B. Event planning.
Cost negotiated in relationship to the job.
- C. Residential Christmas Decorating
 1. An hourly fee of 200.00 for each designer on the job, ***plus*** the cost of materials and any necessary delivery fees.
 2. Payment is expected in full on site as soon as the job is completed.
 3. *There is no negotiating regarding costs or fees for Christmas Decorating.*

Client _____ Date _____

Designer _____ Date _____