



TERMS FOR THE SUPPLY OF INTERIOR DESIGN SERVICE

'AD-HOC' BASED CONSULTANCY

To provide the following services as and when requested:

Construction Finishes

FF&E (Fixtures, Fittings and Equipment) i.e. Décor, Furniture and Furnishings

1. SPACE PLAN / FURNITURE LAYOUTS
 - Space plan and furniture layouts by room.
2. DESIGN STYLE
 - Providing a sounding board for ideas, understand likes and dislikes to establish the unique design style.
 - Design ideas and exploration the overall 'design style'.
3. DESIGN CONCEPT
 - Producing design concepts with examples of furniture, samples of finishes and supporting images.
 - Developing and producing fabric and colour schemes.
4. OPTIONS & DECISIONS
 - Providing lists of suppliers and ways to source products required.
 - Guidance and assistance on making design decisions.
 - Assistance in providing options and making decisions on products and finishes.
5. PROCUREMENT
 - Specify, quantify and raise proformas for procurement.
6. DETAIL DESIGN
 - Detail designs of specific items or areas.
 - Meet with subcontractors and specialist to develop design concepts for production.
 - Comments on subcontractors' drawings and designs, prior to production.
7. IMPLEMENTATION
 - Provide solutions to any issues that may arise.

Make all payments to Studio AM

Thank you for your business!

Account name: Studio AM Limited Bank: Starling
Account number: 64913097 Sort Code: 60-83-71
10 Morfimer Road, W13 8NG



ASSOCIATE

Phone: Amy - 07584191601/ Manisha - 07799435673
Email: atsao6384@gmail.com / manisha_agarwal98@yahoo.com



Consultancy – Hourly rate £70

- Virtual meeting (Zoom) with screen share.
- Attending virtual meetings with suppliers or subcontractors.
- Discussing the project at length by phone.

Showroom and Site Meetings - Half day (4 hours) for £250 / Full day (7 hours) £500

- At the design studio, onsite or in your home.
- Design Showrooms or at Chelsea Harbour, to explore and select samples to prepare colour and fabric schemes for FF&E.
- At a supplier's showroom / workshop with specialist contractors such as kitchen designers, bathroom suppliers or joinery workshops.
- On site to discuss details with subcontractors and resolve queries.

Terms

- Invoices for our Design Fees will be issued at agreed upon stages, payable straight away.
- An invoice for travel expenses, postage for large items, and any other out of pocket expenses will be issued, payable straight away.
- Travel time for meetings more than an hour from the Studio AM office, will be charged at the hourly rate.
- International travel and overnight stays incur an additional daily rated of £300 per day in additional to the Full day rate.
- Regarding sourcing, trade discounts (between 20% and 50%) will be shared with client on a 50/50 basis.
- When trade discounts are not available, sourcing will be charged at a rate of 10% + VAT.
- For transparency and your reference, copies of our suppliers' invoices are available.

PLEASE NOTE – With Ad-Hoc consultancy, unless otherwise agreed, we are unable to do the following:

- × Appoint subcontractors or oversee the installation or execution of works.
- × Manage the project budget, schedule and delivery of goods.
- × Manage the site, sub-contractors, specialist trades, or liaise between the architect and design team.
- × Reply or comment on Design Team emails we are copied into (cc'd or bcc'd), unless specifically directed to us.
- × Develop the detail designs unless agreed in advance.
- × Comment on subcontractors' drawings and designs, prior to production or installation unless agreed in advance.

FULL SCOPE OF WORKS

Should you wish to increase our level of involvement on the project, we would be happy to discuss and produce a Detailed Scope of Works and provide a quote for services along with our standard Terms and Conditions.

Studio AM Interiors (Amy Tsao and Manisha Agarwal)

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