

Letter of Agreement for Residential Interior Design Services

Hala Ayoub
Interiors by Hala
4050 Westchester Avenue, Suite 320
Houston, TX 77027
interiors.by.hala@gmail.com
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Clients: Victor and Maria Chang
Project Address: 1274 Mossy Oak Lane, Bellaire, TX 77555

Dear Mr. and Mrs. Chang,

Thank you for selecting Interiors by Hala to provide interior design services for the remodeling of your kitchen and adjacent family room. This Letter of Agreement outlines the terms and conditions of our engagement and is intended to serve as a legally binding agreement between us.

Compensation

Design services will be billed under a Fixed-Fee Method. The total fee for the project is \$9,000.00, payable as follows:

- 20% upon signing of contract as a retainer
- 20% at the end of the preliminary review
- 40% upon completion of drawings and specifications
- 10% when purchase orders are placed
- 10% upon completion of the project

Any additional services requested beyond the agreed scope will be billed at an hourly rate of \$75 per hour.

Project Timeline

The estimated design completion is 4 to 6 weeks, assuming timely client feedback and approvals.

Termination

Either party may terminate this agreement with a 7-day written notice. All work completed to date will be billed accordingly.

Acceptance

Please sign below to indicate your acceptance of this agreement.

Sincerely,

H. A
Hala Ayoub
Interiors by Hala

Client Acknowledgment and Acceptance

We have read and understood the above terms and agree with the payment structure.

_____ Victor Chang

_____ Maria Chang

Date: _____

Reflection on the Importance of Design Contracts

Contracts and letters of agreement are needed tools in the interior design industry. They define the roles of both the designer and the client, clearly outline the scope of services, payment terms, and timelines, and help to avoid misunderstandings. A well-crafted agreement also protects both parties in the event of a disagreement, keeping the project professional and on track (Piotrowski).

A design contract serves as a communication tool that reinforces professionalism and creates trust, in addition to providing legal protection. It ensures that the client understands the value of the designer's work and that all aspects, including budgeting and deliverables, are transparent. Setting clear expectations is important for a successful project in the creative field, which involves subjective decisions and personal preferences (Piotrowski).

Works Cited

1. Piotrowski, Christine M. *Professional Practice for Interior Designers*. Hoboken, New Jersey, Wiley, 2014.
2. “Free Letter of Agreement (LOA) | Sample Template | LawDistrict.” *LawDistrict*, 2024, www.lawdistrict.com/letter-of-agreement/.