

## SERVICES PROVIDED BY

Sincerely, Kay Designs L.L.C.

## EFFECTIVE DATE

This contract is made effective on [contract sign date]. This contract may be terminated once the project is completed or if client is not satisfied with services. Although the contract may be terminated for unsatisfied services, the client is still subject to fulfilling set payment terms for services already rendered.

## SCOPE OF THE WALLPAPER INSTALLATION SERVICES

Whereas the provider agrees to perform and complete the following services in a timely, efficient, and professional manner.

The **Designer** will be responsible for the following:

- The Designer will provide full design services. If certain services are out of scope of the Designer's responsibilities, the Designer will consult outside resources for assistance.
- The Designer will source materials at the request of the Client. The Designer will work with the Client to until there is an approved final wallpaper selection. Purchasing links and product specifications will be provided to the Client.
- The Designer will perform an in-home consultation and walkthrough of the space with the Client. During this consultation, the Designer will draw a floor plan, take photos and measurements of the space and ask any remaining questions about the project.
- Once the final wallpaper selection has been made and the client purchases the items, the Designer will arrive at the space and install the wallpaper. The Designer will take photos of the completed space, share them with the Client and post to social media.

The **Client** will be responsible for the following:

- The Client must provide the Designer with information when asked and adhere to all specifications within this contract.
- The Client will be responsible for financing their project, to include all materials, equipment and other applicable tools necessary for installation. If the Designer has to supply these items, there is a fee the Client will be charged. See "Rental Service Options" section for details.
- The Client has 24 hours to request a refund for services. Once the 24 hours expires, there are no further refunds.

## COMMUNICATION & EXECUTION

The Designer has 24-48 hours to respond to email/text communication with the Client. There may be other projects the Designer is working on, therefore, there may not always be an immediate response to questions from the Client. If there is an issue with services, the Designer will communicate issues with the Client. The Designer will work with the Client to determine all project details. If the Client is not comfortable with an aspect of the project, they are responsible for communicating that with the Designer.

Once the initial materials spreadsheet has been sent to the Client, the Client is expected to immediately purchase items to avoid issues. If the Client waits to purchase items, please be aware that if items become unavailable or pricing changes and the Client needs the Designer to provide further services for finding "in stock" items, there will be an additional fee. Fees are specified in the "Services" section.

For an additional fee, there is an option for expedited project timelines. Due to the quick turnaround for expedited project completion, the Designer is not able to simultaneously take on any additional clients, therefore a fee is incurred. Expedited projects are those that have a timeline **shorter** than 1-month. The timeline of a project begins on the day the first payment is received and ends on the agreed upon final installation date (date discussed during in-home consultation). Fees for this service are specified in the "Additional Service Options" section.

## INSTALLATION OPTIONS

Once an in-home consultation is conducted, the Designer will inform the Client which basic or complex installation services are required. Please note, pricing for each service is listed as a **per room rate**.

- **Basic Installation: \$120**
  - Basic labor to install wallpaper without having to perform major wall repair, sanding, patching, etc.
  - Includes using adhesive when applicable and applying to walls. Also includes area preparation, setup and cleanup.
- **Basic Removal: \$120**
  - Basic labor to remove wallpaper without having to perform major wall repair, sanding, patching, etc.
  - Includes using remover solvent and other methods to remove wallpaper from surface. Also includes area preparation, setup and cleanup.
- **Complex Installation: \$200**
  - Complex labor to install wallpaper when having to perform major wall repair, sanding, patching, etc.
  - Includes using adhesive when applicable and applying to walls. Also includes area preparation, setup and cleanup.
- **Complex Removal: \$200**
  - Complex labor to install wallpaper when having to perform major wall repair, sanding, patching, etc.
  - Includes using remover solvent and other methods to remove wallpaper from surface. Also includes area preparation, setup and cleanup.

## MANDATORY SERVICE OPTIONS

- **Material Sourcing: \$80**
  - Includes research for wallpaper based on project requirements and budget. Designer will provide client with 2-4 wallpaper selections along with pricing and other specifications for the Client to choose from.
  - An additional **\$50** fee will be applied if the Client waits to purchase items and needs the Designer to provide further services for finding “in stock” items.
- **In-Home Consultation: \$60**
  - Fees include accessing space, discussing design ideas with Client, taking measurements, drawing floor plan and taking before/after photos.
- **Travel: \$40**
  - Fee covers travel for In-Home Consultation (**\$20**) and Installation (**\$20**).
    - If the Client requires In-Home Consultation, Removal and Installation, a \$20 travel fee will be charged for each site visit.
    - **NOTE:** Travel fees will increase if the Designer has to travel further than 20 miles. Amount will be determined based on location.
  - An additional fee will be required if additional travel outside of the consultation and installation is requested.

## ADDITIONAL SERVICE OPTIONS

These services are dependent on specific project needs and will vary for each Client. The Designer will let the Client know which services are applicable. Please note, pricing for each section is listed as a **per room rate**.

- **Expedited Project Completion Fee: \$80**
  - Fee is automatically applied to projects with deadlines shorter than 1-month.
  - These expedited projects are considered as those that need to be completed within a time frame less than 30 days.
- **Equipment Rental Fee: \$40**
  - Daily rental fee. For Clients that do not want to purchase their own installation/removal equipment. The Designer will provide the necessary equipment.
  - Specifications vary by project. Includes, but is not limited to: masking tape, adhesive, primers, squeezes, etc.

## PAYMENT SPECIFICATIONS

The Client may use the following online payment applications: Zelle, Apple Pay, Venmo, and Cashapp.

- 1/3 payment is due at the signing of the contract
- 1/3 payment is due once services are initiated and products have been determined
- 1/3 payment is due once final arrangements are made

SERVICE AGREEMENT [ELECTRONIC SIGNATURE]

**Designer Consent:** "I hereby agree to the terms of this contract and have the right to terminate the contract if the Client becomes difficult or unprofessional in any way."

Full Name: Ricka'e McCotter

Signature: *Ricka'e McCotter*

Date:

**Client Consent:** "I hereby agree to the terms of this contract and have the right to terminate the contract if the Designer becomes difficult or unprofessional in any way, with the understanding that services already rendered are non-refundable."

Full Name:

Signature:

Date: