



Design Services 2017: Design & Project Management

*For projects that include design, trade management,
procurement of goods, installation and styling*

Design Services

Sarah Richardson Design Inc. has been in the business of creating beautiful and happy homes for our clients for over 18 years. Each project is individually staffed with an appropriate team, including a senior designer, a project manager and any necessary junior support. Design fees are subject to change but are outlined at the outset of each project.

Invoices are prepared on a monthly basis for design services. Rates are billed hourly in quarter hour increments and subject to HST. The hourly rates for our designers are listed below.

Principal (Sarah Richardson)	Available Pending TV Schedule
Senior Designers	\$125.00 - \$250.00
Intermediate Designers	\$75.00 - \$125.00
AutoCAD	\$80.00
Junior Designers	\$45.00 - \$70.00
Studio Manager & Administrative Assistance	\$50.00

Procurement

- Our team of designers will source and select items for your project, upon your approval you will be presented a proposal with request for payment. Proposals include a detailed description of the product, quantity and price. Throughout the project purchases will be made through our firm or with the vendors directly depending on the source. Our team will place orders, track progress and arrange deliveries; detailed payment records are kept for our client's reference.
- We require a valid credit card number to keep on file. Our designers will use the card to make purchases throughout your project, with your permission.

Discounts

- At Sarah Richardson Design we are proud to split our trade discounts with our clients. Discounts under 10% will be passed on to clients in full. Trade discounts range from 10% to 50% depending on supplier.

Retainer

- We require a retainer for design services at the onset of your project. The retainer will be applied to your final time billing invoice. Any remaining balance will be refunded upon completion of the project.
- If a time billing invoice remains outstanding for over 4 weeks your retainer will be applied as payment. We will request a new retainer at this time.



Design Consultations 2017

*For clients in need of design advice and
plan to execute the vision on their own*

IN HOME: Two-Hour Consultations

Sarah Richardson Design Inc. offers a two-hour, in-home consultation within central Toronto*. This service is intended to provide the 'hands-on' homeowner with all the information and ideas necessary to execute their own project without the additional fees associated with full private client services and project management. It's a great way to extract all the tips and tricks the SRD team has accumulated over the years and get inspired to be your own decorator. Think of this as a two-hour crash course in décor delivered one-on-one in your home by your favourite design firm.

2 Hr Consultation with a Senior Designer \$800 + HST

2 Hr Consultation with an Intermediate Designer \$650 +HST

*Additional fee to travel outside of central Toronto may apply, please supply your address for a quote.

ONLINE: Two-Hour Consultations

Sarah Richardson Design Inc. offers a two-hour, skype consultation. Our skype-based consultations are best suited for clients who are located outside of Toronto and for projects that mainly focus on decorating, with limited renovations.

This service is intended to provide the 'hands-on' homeowner with all the information and ideas necessary to execute their own project without the additional fees associated with full private client services and project management. It's a great way to extract all the tips and tricks the SRD team has accumulated over the years and get inspired to be your own decorator. Think of this as a two-hour crash course in décor delivered one-on-one in your home by your favourite design firm.

2 Hr Skype Consultation \$650 +HST

Skype consultations may require dimensioned floor plans to be provided by homeowner. Hand drawn plans are perfectly acceptable.



Out of Town Projects: Travel Policies 2017

We are pleased to provide design services across the globe. Please read below notes regarding our travel policies for projects that are outside of Toronto. If you have any questions please let your designer or our Studio Manager, Lindsay Robinson know.

Air & Ground Travel: We will always try to find the best possible rates for flights and ground travel. Although dates and timing may influence the flexibility we have for booking flights, we will try to find the most economical option. Taxi services to and from airports and intercity travel related to your project will be charged.

Per Diem: A per diem (flat fee) for each member of our team travelling for your project will be charged. The per diem is between \$50 to \$100 per day depending on the location. This fee covers meals and other personal incidental expenses while travelling for your project.

Hotels: When required, a mid-range hotel that is convenient to the site and/or airport will be booked. Quiet and restful accommodations are imperative for our designers to perform their jobs. Our firm will select and book the hotels required for our team members.

We are happy to supply receipts for all travel expenses upon request.