



DESIGN RETAINER

T.K. O'Rourke  
 2029 Pontius Ave.  
 Los Angeles, 90025  
 Tel. 310 387 8971

Company:  
 Name:  
 Address:

Date: 00/00/00  
 DR #0000  
 Customer ID: 000  
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Tel:

DESCRIPTION	BUDGET ESTIMATE
Project:#0000	\$ +/-
DESIGN PROCESS <ul style="list-style-type: none"> <li>Initial Consultation: Discuss with client the scope of work</li> <li>Budget Estimate: Develop budget estimate</li> <li>Retainer: Design fee to continue design process</li> <li>Design: Create design plan and provide drawings</li> <li>City Permits (if any): Submit plans to Building Dept. for approval</li> <li>Engineering (if any): Contract out services if required</li> <li>Fees (if any): Pay fees, taxes, etc. where required</li> <li>Contract: Contract is finalized and presented to customer</li> </ul>	

Design Retainer Fee: The non-refundable fee for design services is approx. 10% of rough budget estimate.

Budget Estimate: \$ +/-

This fee is applied toward design and project management fees, with the remainder being applied to the scope of work if TKO receives a signed contract within a six (6) month period for all or a minimum of 80% of the budget estimate.

Total Design Retainer Fees: \$ (Please make payment to T.K. O'Rourke)

_____	_____
Client	Date
_____	_____
T.K. O'Rourke	Date

General Notes and Conditions:

Design - Will be drawn at appropriate scale and will include the layout of all desired amenities. Material selections will be noted as suggested and final quantities will be provided in the contract. The concept plan is for layout only and subject to field adjustment. Contractor is responsible for proper construction techniques set by industry, professional certifications and manufacturer's specification. Any changes as required through city/building dept. may necessitate a Work Change Order to reflect materials/labor to comply. The owner is responsible for compliance with all town, city, and state regulations and codes. All original drawings are solely the property of TKO.

Please note: Any additional requirements and/or requests, revisions beyond the scope of the above mentioned Design Retainer would be subject to an extension(s) of the Retainer fee, until at which time any/all requirements are met to the satisfaction of all parties. TKO labor will be billed up to \$75.00 per hour, including for travel, materials, consultations; This hourly fee does not include any charges for permits, city fees, taxes, tests, or required architectural or engineering services. The client will always be notified in advance of any additional charges and/or extension of the Retainer.