



P.O. Box 109, Union Lake, MI 48387 Phone (810) 624-0953 Fax (248) 671-5381

Design Request Form

Thank you for Choosing Shanley Design, LLC for your home design needs! We are pleased to have you as a client. Please review the following information, complete the indicated fields, and return this form to us.

PLEASE READ THIS INFORMATION CAREFULLY!

This agreement contains the terms and conditions that apply to your purchase of custom home design services. By signing the Design Request Form you will indicate to us that you have read, and agreed to be bound by these Terms and Conditions.

1. According to the **Design Process** as described later, we will develop working drawings with which you will be able to obtain a building permit. There will be no book specifications. All necessary specifications will be on the Final Construction Drawings. The drawings will provide sufficient information for you to get basic quotes and pricing information from builders and/or suppliers and for obtaining a building permit.

2. Payment for the services may be made by certified check, cash, or money order. The cost of the services shall be determined as described in **Design Service Pricing** or as described in the promotion addendum (if applicable). We require an initial investment of 25% of the total design cost in order to begin designing your home. Another payment of 25% of the total design cost will be due after the preliminary drawings are completed. The total design costs shall be adjusted (as necessary, based on changes, additional copies, etc.) at the Final Construction Drawings Stage, and the remaining balance is to be paid in full at the time of receiving the final drawings.

3. This service does not include any necessary structural, mechanical, or electrical engineering sealed input.

4. You and/or your builder shall be responsible for obtaining all necessary permits for the work.

5. You are responsible for obtaining an exact survey of the site showing all property lines, existing services, grid spot elevations, and any features such as adjoining roads, sidewalks, curbs, trees, etc. If none is provided, assumptions will be made.

6. You will be responsible for organizing the tendering of the project. We will be available to answer questions during this period.

7. Ownership of Documents. All documents including original drawings, specifications, notes and data are and shall remain the sole and exclusive property of Shanley Design, LLC. Shanley Design, LLC owns the copyright.

8. Liability. The client agrees to limit the liability of the designer to the cost of the designer's fees.

1. Contact Information

First Name: _____ **Last Name:** _____

First Name: _____ **Last Name:** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Work Phone:** _____

Fax: _____ **E-mail:** _____

Project Address _____ **State** _____ **Zip** _____

2. Design Information

A) General

1. Type of house: 1 story 2 story Other

Please describe below: (Any style, specific feature, etc.)

2. Proposed Area: _____ Sq. Ft.

3. Attached Garage: Yes No

If Yes:

Suggested Size: _____ Sq. Ft.

1 car 2 car 3 car Other (describe below)

4. Finished Basement: Yes No Rough-in plumbing only

If yes, Describe features / details below:

Walk-out Basement: Yes No

*Please note that specific information such as a survey with lot grade information, pictures, and a site visit may be necessary to complete a walk-out basement plan.

5. Deck/Porch: Yes No

If Yes, describe below:

Suggested size: _____ Sq. Ft.

Suggested location(s): _____

6. Bedrooms: A) Number of bedrooms _____ Note details below:

7. Rooms

Please indicate the rooms you wish to have in your house, their suggested sizes, and locations (i.e. dining room about 12'x10' close to the front of the house with bay window).

Please also include the options you wish to have in each room (i.e. walk-in closet in the master bedroom, pantry in the kitchen, wood fireplace in the family room etc.)

8. Construction

Please indicate any specific construction details you would like. If no details are listed, a standard approach will be used. You can indicate here such things as foundation, floor construction, ceiling heights, cathedral ceiling, roof slope, or any specific brands of materials you would like to be used etc.

9. Other

In the lines below, you can add other information you want us to know about your house.

Design Process

The design process consists of 3 stages, and the entire process generally takes 2-4 weeks:

1. Information Gathering
2. Preliminary Design
3. Final Construction Drawings

1. Information Gathering

At this stage of the process, we will need to gather all of the information necessary to begin designing your home. Since we want to make sure that we're integrating every element of style and functionality into your home design, information such as photos of your building site, sketches, and "wish-lists" are very helpful in providing us insight into how you envision the home of your dreams. To begin the design process, we respectfully request an initial investment of 25% of the total design cost.

We will have to obtain the following information:

1. Site plan with legal information for your lot, lot sizes, and grading.
2. Architectural guidelines for the area (if any).
3. Completed Design Request Form.
4. All extra information (photos, sketches, etc.)

After receiving the information listed above, we will begin the preliminary design.

2. Preliminary Design

The final product of this stage will be plans with room sizes, and four elevations. After you approve the preliminary design drawings, we will proceed with the Final Construction Drawings. Upon completion of the preliminary drawings, another payment of 25% of the total design cost will be due. This will include up to (3) change orders at no additional cost while adding the perfecting touches of your design. Any additional change orders will be billed at an hourly rate.

It is important to remember to make all of your changes during the Preliminary Design stage of the design process. Due to the detailing added to the design, it is much more difficult to make changes during the Final Construction Drawings stage. As such, if you decide to make design changes during the Final Construction Drawings Stage, you will be charged an additional fee.

3. Final Construction Drawings

This is the final stage when your final construction drawings will be prepared and sent to print. At the time of receiving the final construction drawings, the balance (remaining 50% of the total design cost, plus any adjustments) for the home design is due.

Design Service Pricing and Payment Schedule

The cost of the design of a new house consists of the following two factors:

1. **Design / drafting fees**
2. **Printing costs**

1. Design / drafting fees

Design and/or drafting fees depend on the square footage of the finished house and its features (such as garage, finished basement, etc.) Pricing may vary for additions or remodels.

The design /drafting fee rates are as follows:

A. Drafting Package

- Finished floor (living area) - \$0.70 / sq. ft.
- Garage area - \$0.25 / sq. ft.
- Finished basement - \$0.25 / sq. ft.
- Basement w/ walk-out - \$0.20 / sq. ft.
- The Drafting Package is intended for those who already have the rough floor plans and elevations sketched out to scale, and the house structure does not require special (not standard) construction. This package includes up to 3 change orders to be done during Preliminary Design Stage and 2 complete sets of Final Construction Drawings. Any additional change orders will be billed at an hourly rate of \$40 / hr per change order. See below for printing costs for additional sets of Final Construction Drawings.

B. Design Package

- Finished floor (living area) - \$0.93 / sq. ft.
- Garage area - \$0.30
- Finished basement - \$0.35 / sq. ft.
- Basement w/ walkout - \$0.25 / sq. ft.
- The Design Package is intended for those who do not necessarily have sketches of floor plans and elevations and/or the building, or a part thereof, requires unusual (not standard) construction. This package includes presentation of different front elevations to choose from, 6 change orders during Preliminary Design Stage, and 2 complete sets of Final Construction Drawings. Any additional change orders will be billed at an hourly rate of \$40 / hr per change order. See below for printing costs for additional sets of Final Construction Drawings.

2. Printing Costs

Printing costs depend on the number of sets you desire, and the number of sheets in a set. The number of sheets in a set depends on the size of your house, and usually ranges from 3 to 6 sheets per set. Typically, you won't need more than 10 sets of Final Construction Drawings.

You will be charged for each sheet at the rate of \$2.50 per sheet.

Example of Drafting Package pricing and payment schedule:

If you would like to design a 1400 sq. ft. bungalow with a 10'x20' single garage (10x20=200 sq. ft.), and an unfinished basement, the pricing would be as follows.

Finished floor area 1400 sq. ft. @ \$0.70	\$980
Garage 200 sq. ft. @ \$0.25	\$50
<u>Unfinished basement</u>	<u>\$0</u>
Total	\$1030

Plus printing costs
(assume 8 sets with 4 sheets in each set) 32x\$2.50 **\$80**

Total Design Cost **\$1,110**

Payment Schedule:

Initial investment (25%)	\$277.50
Preliminary Design (25%)	\$277.50
Final Construction Drawings (50%)	\$555.00

Please refer to worksheet on the following page to calculate your total design costs

Total Design Costs

Package options:

_____ **Design package** (see above for package details)

Total finished floor (living area)	_____	Sq. Ft. @ \$0.93 / Sq. Ft. =	_____
Garage area	_____	Sq. Ft. @ \$0.30 / Sq. Ft. =	_____
Finished Basement	_____	Sq. Ft. @ \$0.35 / Sq. Ft. =	_____
Basement w/ walk-out	_____	Sq. Ft. @ \$0.25 / Sq. Ft. =	_____
Custom remodeling design		Per quote	_____
Additional Copies (per page)	_____	Pages @ \$2.50 / Page =	_____

Total Package Cost \$ _____

_____ **Drafting package** (see above for package details)

Total finished floor (living area)	_____	Sq. Ft. @ \$0.70 / Sq. Ft. =	_____
Garage area	_____	Sq. Ft. @ \$0.25 / Sq. Ft. =	_____
Finished Basement	_____	Sq. Ft. @ \$0.25 / Sq. Ft. =	_____
Basement w/ walk-out	_____	Sq. Ft. @ \$0.20 / Sq. Ft. =	_____
Custom remodeling design		Per quote	_____
Additional Copies (per page)	_____	Pages @ \$2.50 / Page =	_____

Total Package Cost \$ _____

Promotional Code or Description:

-----> **Promotional Discount** \$ _____
Grand Total \$ _____

Acceptance of Terms and Conditions

The above prices, terms and Conditions are satisfactory and are hereby accepted. Shanley Design, LLC is authorized to begin design work as specified above. Payments are to be made as outlined above.

 Client Signature

 Shanley Design, LLC
 Authorized Signature

 Client Signature