

DESIGN COUNSELING AGREEMENT

Date _____

Client _____

Project _____

I am pleased to provide Design Counseling services regarding your project.

Our appointment date is _____ at _____ am/pm at my office. (24 hours notice of cancellation required.)

I expect the meeting to last approximately one or two hours which will be charged to you at the rate of \$195.00 for the first hour, and \$95.00 for each subsequent half hour.

My counseling will include a review of your needs and suggestions on design, planning, scheduling, and budgeting that will help you expedite your project. Sketches will be provided on the spot as necessary and we will work together to find the most economical and practical solutions to your design needs. I will also provide technical references and resources including referrals to the most highly recommended and economical suppliers of furnishings, building materials, consulting services as may pertain to your project.

Payment will be made upon conclusion of the counseling meeting.

It is my policy to provide a maximum of counseling service in a minimum amount of time. If you decide that you wish to receive additional counseling, such service will be provided on the same terms as described in this letter.

I may make recommendations for services or goods sold by other parties. Any such recommendations will be based solely on my evaluation of your needs and I will not receive any payment of any kind from any person or company I recommend.

Drawings, sketches, computations, or any other data provided in the course of counseling shall be considered instruments of service. You will receive clear and usable copies of any such documents but the originals will remain my property.

If any disagreements arise later regarding the value of counseling, fees, etc., such disagreements will be submitted to a mediator as per the rules of the American Arbitration Association.

Design Counseling services are advisory only. They do not include complete design services which might involve design development and working drawings, specifications, bidding administration, construction contract administration, etc. Such services can be provided by myself or by others I can recommend, but they are not included as part of Design Counseling.

***To affirm that you have read and understood the terms of this service agreement, and have existing drawings and a property survey to bring to the Design Counseling Meeting, please sign one copy of this letter and return it to my office prior to our counseling meeting.**

Yours truly,

Accepted by:

Michael R. Shilale, AIA, LEED

X:\word-docs\OFFICEDOCs\Design Counseling Docs\DC agreement.doc

Client

ITEMS TO BRING WITH YOU...

In order to make our DESIGN COUNSELING meeting more productive please bring as much relevant information as possible. Below are some of the items that will be most useful.

- ❑ Site survey, map and relevant property legal descriptions. This information is critical if you are planning an addition.
- ❑ Property inspection reports, soil reports, property value appraisals...as applicable.
- ❑ Recent property photographs.
- ❑ Property measurements (approximate may be OK for purposes of our meeting). Measurements of your house are very important. If you do not have existing drawings of your home, please take measurements and make a rough sketch. Please include in your sketch the location and dimensions to existing boiler / furnace and hot water heater. We have attached a sample. If you have any questions, or would prefer to have our office do existing drawings, please call our office prior to our scheduled meeting to make arrangements.
- ❑ A wish list of what you want most from this project.
- ❑ A list of the most important questions you want answered.
- ❑ A list of secondary desires, needs, and concerns.
- ❑ Clippings, notes and sketches pertinent to design needs and ideas.
- ❑ A history or chronology of previous thinking, design, or work on this project.
- ❑ Information on monetary budget considerations.
- ❑ Information on time considerations.
- ❑ Copies of work done on the project previously by other design professionals.
- ❑ A wish list of fixtures, equipment, or materials that you may want to use in your project or want more information about.

EXISTING CONDITION DRAWINGS

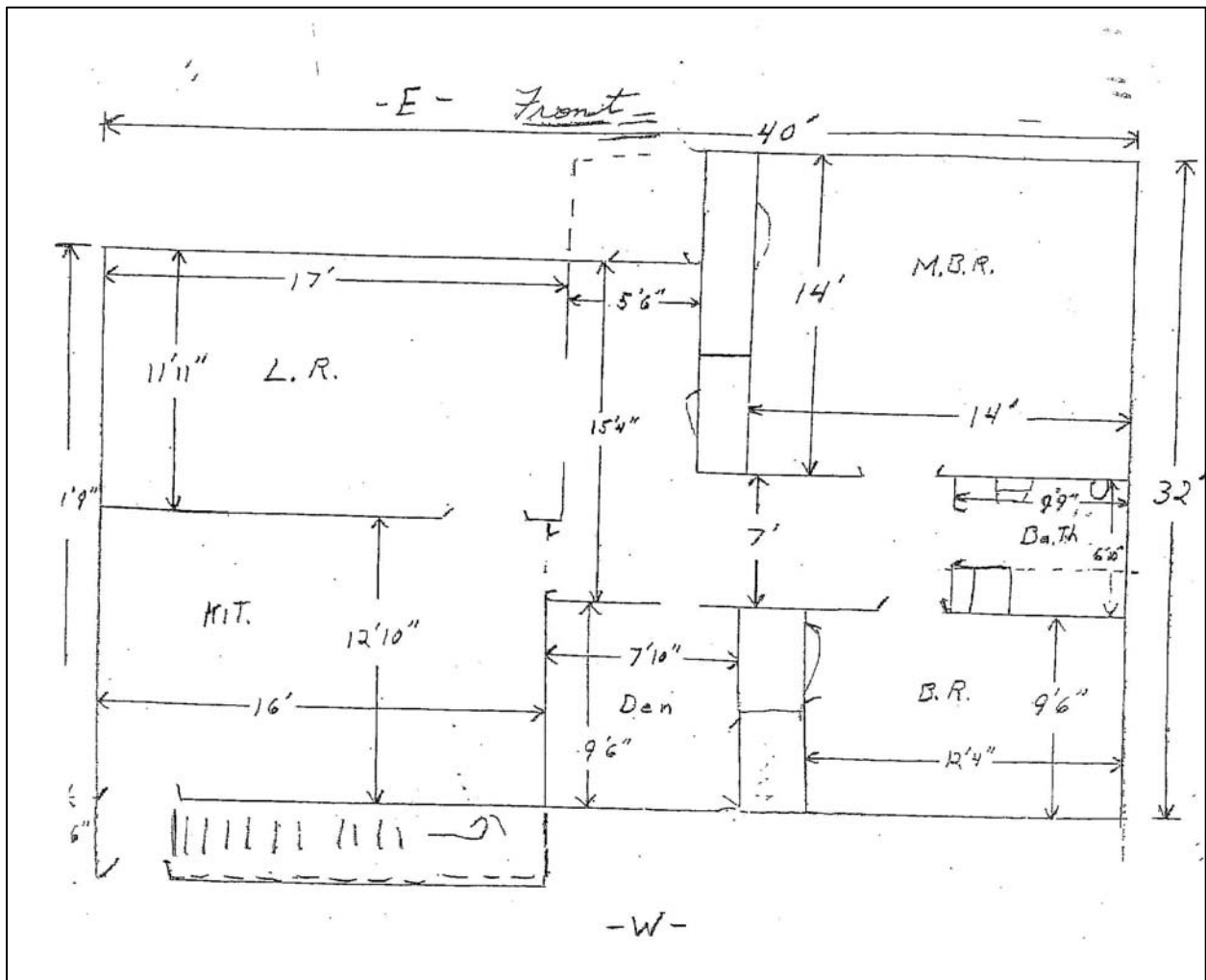
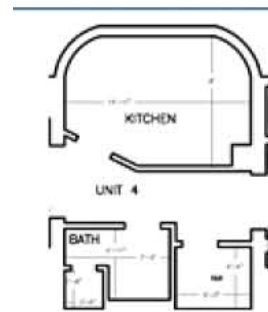
In order to make your Design Counseling meeting productive, measured drawings of your home or building is critical. You can usually obtain this information from the prior owner or the building department. If unavailable, you can hire MSA to prepare the existing condition drawings, or you can measure the spaces yourself following these simple guidelines.

Approximate dimensions are OK for purposes of our meeting. We have attached a sample from one client to give you an idea of what is required.

Photographs of each side of the building approximately perpendicular to each wall are also required prior to the Design Counseling meeting.

Preliminary floor plan measurements can be single line drawings show wall, stair, door and window locations.

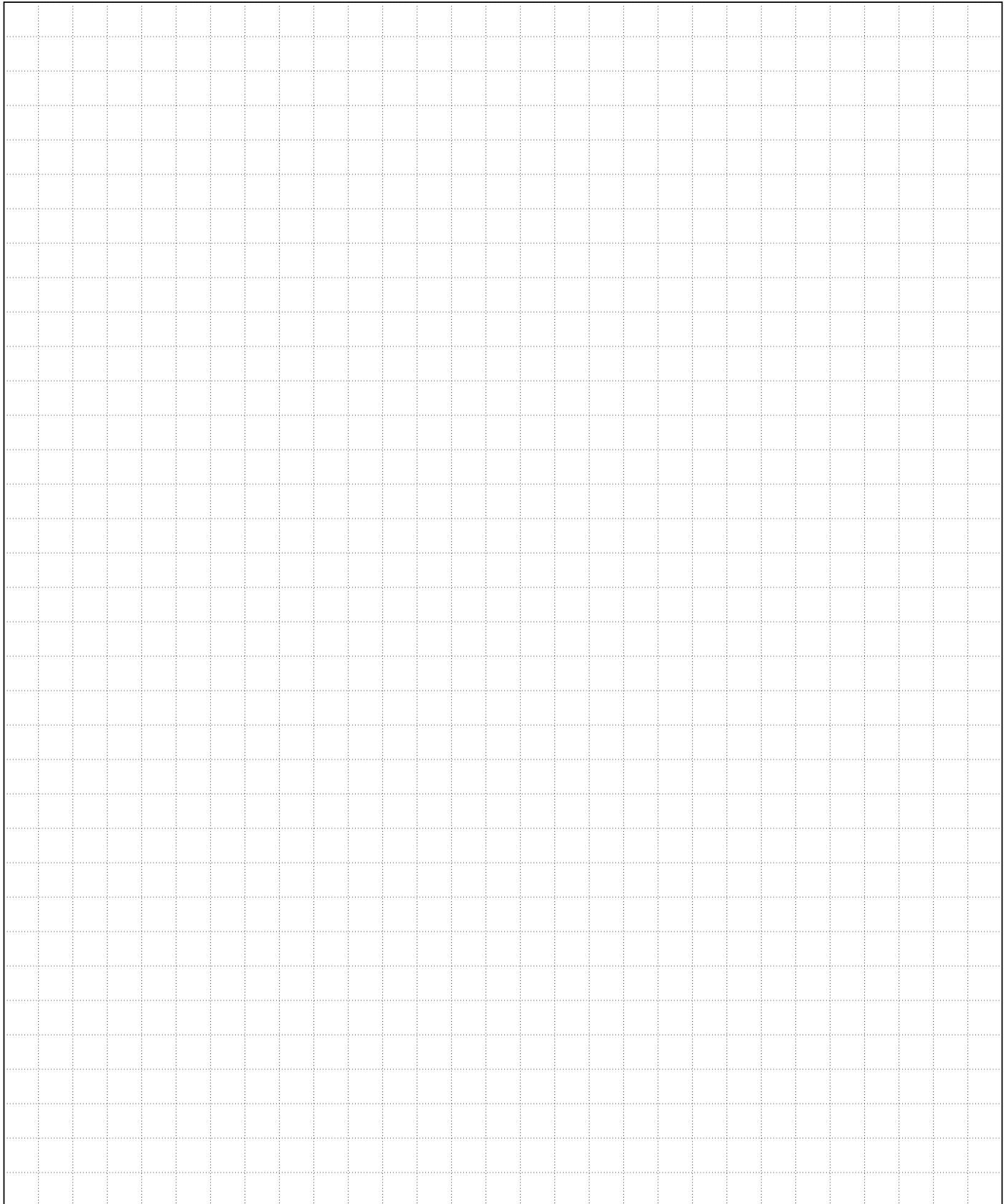
Below is an example of what one client provided that will provide enough information, along with exterior photographs of all four sides, for our preliminary meeting.





JOB NAME/NO. _____
BY _____ CHECKED BY _____
DATE _____ SCALE _____

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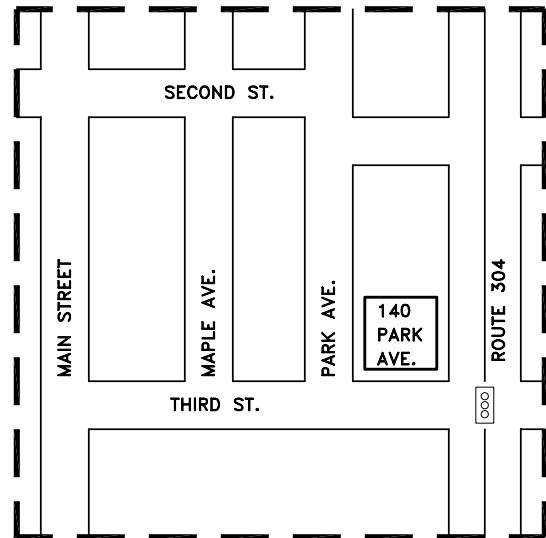
DIRECTIONS

NOTICE! ALL THE MAJOR MAP AND DIRECTION DATABASES HAVE OUR LOCATION INCORRECT. YOU MUST SEARCH FOR THE INTERSECTION OF PARK AVENUE AND 3RD STREET, NEW CITY, NY. IF YOU SEARCH FOR 140 PARK AVENUE YOU WILL BE SENT TO AN INCORRECT ADDRESS. WE HAVE NOTIFIED SEVERAL DATABASES OF THIS PROBLEM. PLEASE USE THESE DIRECTIONS OR VISIT OUR WEBSITE WHERE YOU CAN PRINT OUT DIRECTIONS

MICHAEL SHILALE ARCHITECTS
140 PARK AVENUE
NEW CITY, NY 10956

PHONE:
845-708-9200

FAX:
845-708-9222



DIRECTIONS:

FROM NYS THRUWAY:

TAKE NYS THRUWAY TO EXIT 13S, PALISADES INTERSTATE PARKWAY SOUTH

FROM PALISADES INTERSTATE PARKWAY:

TAKE PIP TO EXIT 8W, ROUTE 59
TAKE ROUTE 59 WEST TO ROUTE 304 NORTH.
TAKE ROUTE 304 NORTH APPROXIMATELY 3 MILES TO THIRD STREET.
MAKE LEFT AT TRAFFIC LIGHT ONTO THIRD, AND IMMEDIATELY MAKE FIRST RIGHT ONTO PARK AVENUE.

