

## SO DESIGN ATELIER FEE OUTLINE AND TERMS OF ENGAGEMENT - JANUARY - 2026

### WELCOME TO SO DESIGN ATELIER:

At SO DESIGN ATELIER, we pride ourselves on transforming spaces into beautiful and functional environments across various market sectors, including Residential, Commercial, Hospitality, and Retail design. Our commitment to excellence has led us to partner with developers in Switzerland for large-scale residential developments, as well as design offices for a prominent international cosmetics company.

With a dedicated team of professionals, we are equipped to support you at every stage of your design journey, whether you're looking to enhance your home's aesthetic, manage a substantial renovation project, or seek expert guidance on stylish decor.

With over 30 years of experience in the industry, we understand that a successful design process hinges on clear communication, professionalism, and a collaborative approach. This document outlines our terms of engagement, including our fees and the comprehensive services we offer tailored to your unique vision.

Please take a moment to familiarize yourself with the detailed outline of our services and the corresponding fees. Should you have any questions or require further clarity on any aspect, please don't hesitate to reach out. We look forward to embarking on this creative journey with you!

We offer the following services:

### INTERIOR DESIGN:

Our Interior Design service not only transforming spaces with expert skillset, but also dedicated to bringing your vision to life by creating spaces that are both beautiful and functional. We collaborate closely with clients and architects to ensure that every aspect of a project aligns with the desired aesthetic and practical requirements. By focusing on the seamless integration of space planning, code compliance, and interior aesthetics, we craft environments that enhance the overall living or working experience.

Our comprehensive approach covers a range of essential design elements, including ceiling features, flooring options, lighting placements, and carpentry detailing. We take care to optimize every detail—from wall finishes to furniture layout—ensuring that the space not only reflects your style but also meets functional needs. Our meticulous planning and clear communication throughout the design process guarantee that each project phase progresses smoothly and aligns with your vision.

*For a complete outline of our Interior Architecture and Design services, including detailed phases and design elements, please download the full document here.*  
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### PROJECT MANAGEMENT:

Ensuring Seamless Execution and Cohesion in Every Project.

Effective project management is fundamental to the success of any interior design endeavour, often only acknowledged during times of crisis or miscommunication. At SO DESIGN ATELIER, we understand that comprehensive oversight transforms chaos into harmony. Our project management service encompasses every aspect, from meticulous design planning to flawless construction oversight, ensuring that all parties are aligned and that communication remains clear throughout the project's lifecycle.

Our Project Manager serves as the central point of contact, guiding client interactions, coordinating with main contractors, and liaising with engineers, inspectors, and subcontractors. This structured communication hierarchy allows for timely updates, proactive problem-solving, and ensures adherence to budget and timeline constraints. From budget management and quality control to documentation and reporting, we prioritize client satisfaction by navigating challenges with a focus on excellence and cohesion.

*For a complete overview of our Project Management services, including detailed responsibilities and communication strategies, please download the full document here.*  
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### CONSULTANCY OVERVIEW:

Our consultancy service plays a strategic role in guiding clients through their interior design projects, emphasizing a collaborative approach that empowers clients while offering essential support. We act as a trusted advisor, enhancing your vision by providing tailored insights and structured assistance throughout all phases of your project. This service is ideal for those who wish to maintain a hands-on approach while benefiting from expert design advice without transferring project management responsibilities.

Our consultancy function includes facilitating design selections, organizing site meetings, and ensuring effective communication throughout the project. We establish a clear communication hierarchy to keep all parties informed, from clients to contractors, thus ensuring a seamless flow of information and documentation. This role is essential in navigating the complexities of the design process, allowing you to realize your aspirations while we focus on providing the necessary guidance and support.

*For a comprehensive outline of our consultancy services, including communication flow and additional responsibilities, please download the full document here.*  
[https://5e8642e3-3629-493c-a48a-84bf1c9daba.usrfiles.com/ugd/5e8642\\_5a0656df199b4bfca105f31211733883.pdf](https://5e8642e3-3629-493c-a48a-84bf1c9daba.usrfiles.com/ugd/5e8642_5a0656df199b4bfca105f31211733883.pdf)

### INTERIOR DECORATION:

Bespoke Turnkey Solutions to Transform Your Space.

At SO DESIGN ATELIER, our Interior Decoration service focuses on creating an inviting and cohesive aesthetic for your home. By harmonizing colour schemes, furniture, and decor elements, we bring your unique style to life while enhancing the functionality of each room. Our meticulous attention to layout, texture, and lighting ensures that every detail contributes to a visually captivating and comfortable environment, reflecting your personal identity.

Our comprehensive approach includes a bespoke styling proposal that features carefully curated selections, from furniture and fabrics to artwork and decorative accessories. We provide a complete turnkey solution, managing everything from the initial design concept to the final installation. Through a collaborative process, we storyboard designs to optimize furniture layouts and ensure that bespoke pieces are thoughtfully placed to maximize both beauty and comfort.

*For a detailed outline of our Interior Decoration services, including the styling proposal, decor budgeting, procurement, and installation phases, please download the full document here.*  
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## FEES OUTLINED PAGE:

### Phase 1 - Plans and Planning Process:

- Interior Design - Off-site and client scheduled team meetings: This includes site meetings, sourcing or supplier meetings, and materials meetings. Consultancy Fee is R1950 per hour (excluding VAT).
- Interior Design - In-office design administration and documentation: This includes plans, CAD drawings, 3D renders, specification selections process, and administrative tasks. Consultancy Fee is R990 per hour (excluding VAT).

### Phase 2 - Building Works and Site Visits:

- Site Meetings: For advice and comments usually accompanied by an agenda and minutes. The fee is R1950 per hour (excluding VAT).
- Project Management: This includes specified finishes, contractor appointment with complete purchasing power, payment management, timeline guidance, facilitating briefs to issuing drawings for contractors. The fee is 15% of the value of contractors' quotes and materials (if needed). Clients also have the choice to handle this themselves.
- Interior Design and Administration Fees - In-office design administration and documentation: This includes plans, CAD drawings, 3D renders, specification selections process, and administrative tasks. The Consultancy Fee is R990 per hour (excluding VAT).

### Phase 3 - Interiors and Decoration:

- Interior decoration will be quoted as needed, with consultations billed at our standard hourly fees. Please be advised that the design specification process is not intended to generate profit. We kindly request our customers to take note that our interior design proposals are owned by our company and serve as a directional guide for the overall styling of the home.
- Additionally, upon client discretion, we can provide a detailed estimate of the goods, products, and services presented. This process involves significant time and cost in sourcing and ensuring availability at the time of order of products that work together in the styling of your home. However, if during this estimate stage the client chooses to purchase similar or identical products that are on sale or promotion elsewhere or directly, a service fee of 15% will apply and will be invoice to client by SO DESIGN ATELIER as we have copywrite over our design. This fee covers management, sourcing, and establishing the style and item with similar results. It is important to note that trade discounts received are not at all transferable to clients as this is an industry-specific practice and by no means allowed or transferable by SO DESIGN ATELIER.
- Fees are as follows:
  - Client consultation fee is R1950 per hour excluding VAT.
  - Administrative in-office documentation and design fee is R990 per hour excluding VAT.
  - If the client chooses to purchase items directly or should we be asked to quote retail related products, a 15% sourcing fee will be applied / or included and added to all invoices by SO DESIGN ATELIER for styling or a handling fee. This fee will be applicable if the client purchases any items directly or takes advantage of sales and promotions available to them, excluding our services from the estimate appointment. The client will receive an invoice from SO DESIGN ATELIER of 15% on these items for payment.
  - Therefore and to be clear a management fee of **15% of the total item value** will be charged.
  - However, please note:
    - **The minimum management (administration) fee is R990**, regardless of item value.
    - Where **on-site delivery, coordination, or attendance** is required, the fee will **revert to a site meeting fee of R1,990**.

### The following are excluded from these fees / sum:

- a) Disbursements - primarily printing and other sundries relating to general project administration.
- b) Other consultants' fees like engineering reports and others.
- c) Local and International authority fees Council Submissions required for regulatory approvals.
- d) The cost of traveling and accommodation will be assessed as needed and determined based on the site location. It can also be referenced to out-of-office fees.

Please feel free to contact us if you would like to discuss any of these fees further.

### Printing fees will be quoted for as when needed:

This includes and would apply an admin fee of Paper, printing, and administrative costs where applicable. Documentation delivery fee is not included. Our standard off-site consultation fee will apply if we need to meet on-site with contractors to deliver or review plans.

### General:

By accepting this agreement and providing the necessary information, you acknowledge your acceptance and commitment to be bound by SO DESIGN ATELIER' prevailing Terms available at [www.sodesigns.co.za](http://www.sodesigns.co.za). Copies of the Terms have been made available to you.

Any payments received in respect of a client as order confirmation or against any estimates, invoices or other payments constitutes full acceptance of our Fee Outline and Term Or Engagement services. You affirm that all information provided is true and correct and agree to notify SO DESIGN ATELIER in writing of any changes in the details provided.

## **OUTLINED SERVICES PROCESS:**

### Getting Started

During the Discovery Phase, you will brief our team by completing our online form with your details and project requirements. We will be in touch as needed within 2-3 days.

### Project Outline and Scope of Work

Once your brief has been discussed in detail, or if further consultation is needed, we will schedule a meeting to outline the project requirements and document them together with the scope of work to be executed.

### Design Estimate

Before proceeding, we will submit a quotation outlining our fees for approval based on the above scope of work.

### Project Timeline

Upon your approval, we will schedule time for each stage of the project to be executed by our team. This process usually takes 4-7 days.

## **PHASE 1: INTERIOR DESIGN & PLANNING**

### Design Proposal

Our team explores conceptual ideas and inspirational imagery to convey the project styling (look & feel). The design proposal will be submitted in PDF format within 1-2 weeks.

### Design Drawings

To finalize the concept and design, floor plans and all other necessary working drawings are created in CAD format. These drawings are submitted as PDF files within a reasonable timeframe, depending on the scope of work required.

### FF&E Selection

We select material finishes, fixtures/fittings, and equipment/appliances for client review and approval. These drawings are submitted as PDF files within a reasonable timeframe, depending on the scope of work required.

### 3D Modelling (if required)

If necessary, your project can be built in a 3D model to provide a more realistic view, at an additional cost.

### 3D Rendering (more photographic / realistic view) of Above Model (if requested)

Renders of the above model can be provided at the clients request in a more realistic view is required in a photographic level at an additional cost.

## **PHASE 2: INTERIOR DESIGN EXECUTION - BUILDING PHASE:**

### Project Budget

We brief contractors on the scope of work, source materials and fixtures required, and compile estimated costs for client review and approval. This step takes around 2-3 weeks.

### Appointment and Procurement

Once the budget is approved and deposits are paid, we appoint contractors and issue all working drawings. We also specify and purchase all materials and fixtures required for the building works.

### Project Management (if required)

We conduct site inspections to manage contractors' program and quality of execution. Additionally, we manage design revisions, provide site instructions, oversee budget management, procurement process, including payments and logistics. The duration of this phase depends on the scope of work and can range from 2-12+ weeks.

## **PHASE 3: INTERIOR DECORATION**

### Styling Proposal

In this phase, we select furniture, fabrics, window treatments, wallpaper art rugs feature lighting scatters accessories. If needed a furniture layout will also be provided. This process typically takes around 2-3 weeks.

### Decor Budget

An estimate is compiled for proposed items to be sourced or custom-made based on our outline above. This step takes 1-2 weeks.

### Procurement and Installation

Upon approval of the decor budget and receipt of the deposit, we will proceed to order the proposed items and schedule their delivery. We will coordinate deliveries with precise timelines and manage installation teams on-site.

Additionally, we will oversee the placement and styling of all decor during this phase, which typically lasts between 6 to 12 weeks, depending on the project's complexity and the current workload and lead times of our suppliers and custom manufacturing teams at the time of order confirmation and payment received.

## **FURTHER DETAILING OF THE PROCESS AND INVOLVEMENT:**

### **Design Development:**

- **Comprehensive Layouts:** Our design process includes detailed layouts for furniture, electrical, lighting, plumbing, and flooring.
- **Mood Presentation:** SO DESIGN ATELIER will make sure that we captures your inspiration for your new home or space, ensuring our vision aligns with yours.
- **Detailed Room Floor Plans:** Customized room plans will be created to maximize functionality and aesthetic appeal.
- **Key Elevations:** We provide key elevations (one per room) to give you a clear view of design elements.
- **Additional Renders:** Should you desire more visual representations of your space, additional renders can be provided at our standard per hour fee to be estimated as an extra.
- **Budget Alignment:** A detailed line-item cost estimate will be provided based on your supplied and agreed-upon budget.

### **Construction Documentation (Ceilings, Plumbing, and Electrical):**

To initiate our work on manufactured items, sanitary ware, and appliances, a confirmation payment will be requested. During this stage, we will detail every designed aspect, ensuring all necessary drawings are prepared for site issuance.

### **Procurement:**

Our procurement service involves the complete coordination of orders, ensuring everything is arranged for seamless installation. We will submit a comprehensive schedule reflecting the prices of specified items, including a handling fee of 15% on the retail price of goods ordered from external suppliers during this stage.

As your project progresses, progress payments will be requested, with the final payment due one week before installation.

### **Professional Interior Décor Design:**

Upon acceptance of the mood presentation, you will need to provide a confirmed budget, allowing us to prepare a refined design schematic detailing individual items such as furniture, fabrics, wallpaper, curtains, and decorative lighting. After your approval of the concept design, we will present an itemized cost schedule based on your budget. A non-refundable Order Confirmation Payment will then be required to move forward with procurement.

### **Project Management Fee:**

Our management service includes facilitating and overseeing the work of specified subcontractors. SO DESIGN ATELIER will communicate with subcontractors on your behalf and monitor their progress. A fee of 15% will apply to the value of all accepted quotes, inclusive of VAT. Site meeting attendance will be charged at an hourly rate of R1950, including local (20km radius from head offices) travel time.

### **Important Clarification:**

SO DESIGN ATELIER does not guarantee the work carried out by any subcontractors; any recourse will be directed to the subcontractor.

### **Installations:**

Installations may take between 12 to 16 weeks from the confirmation of local product orders during off-peak times, with exceptions for more complex orders. Please direct all instructions or variations to SO DESIGN ATELIER in writing. Our protocol dictates that the site will be treated as a clean workable area and closed to external contractors once handed over to us to avoid damage to high-end furniture and or décor items.

Deliveries made during the presence of other contractors will be at your own risk, and we will not be liable for any damages incurred to items delivered or installed while such conditions exist.

### **Additional Information:**

- **Deep Clean:** A thorough deep clean is essential for all new homes, usually costing R2800 per day (excluding VAT), which will include sterilizing all surfaces, but also not limited based on possible fee adjustments or increases at such time as needed.
- **Delays:** Any unforeseen delays due to external factors (e.g., COVID-19, supply chain issues) will result in storage fees for delivered good will for the clients account and we will notify client of this in writing prior to installation, together with the related cost associated.

### **Insurance & Responsibilities:**

While we will assist with any damage claims post-installation, comprehensive insurance coverage for delivered and installed items is your (the clients) responsibility from the date of delivery to the installation site. All subcontractors must have and enquire all their indemnity insurances are made available to the client if needed as well as adhering all building standards and importantly concerning health and safety regulations.

This document serves to clarify the terms of our engagement as we embark on your design journey together. Your satisfaction is our priority, and we are excited to transform your vision into reality!

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**ACCEPTANCE OF THESE FEES AND TERMS OF ENGAGEMENT:**

I \_\_\_\_\_ (full names) hereby appoints and accepts SO DESIGN ATELIER Terms and SO DESIGN ATELIER Fees and Terms of Engagement as outlined above and would like to appoint SO DESIGN ATELIER as to process with services as per Estimates presented and sign off.

**PAYMENT TERMS AND DETAILS:**

All payments must be made according to the outlined estimates and on or before the issuance of invoices. SO DESIGN ATELIER does not have a payment structure in place; therefore, all items and services are strictly cash on delivery (COD) upon presentation of the invoice(s). Please send proof of payment (POP) to your sales consultant at [soda@sodesigns.co.za](mailto:soda@sodesigns.co.za) or to [atelier@sodesigns.co.za](mailto:atelier@sodesigns.co.za).

**BANKING DETAILS:**

Account Holders Name: SO DESIGN ATELIER (PTY) LTD or  
t/a: SODA ATELIER  
Bank: ABSA Bank  
Account number: 41 2165 7584  
Account Type: Current Account  
Branch code: 632005  
SWIFT code: ABSAZAJJ

**SERVICES REQUIRED AND/OR NOT LIMITED TO (MARK WITH "X:" WHERE APPLICABLE):**

INTERIOR ARCHITECTURE / INTERIOR DESIGN \_\_\_\_\_

PROJECT MANAGEMENT \_\_\_\_\_

CONSULTANCY \_\_\_\_\_

INTERIOR DECORATION \_\_\_\_\_

\_\_\_\_\_

Client's Full Name Responsible for payment(s) \_\_\_\_\_

Client ID Number/Company Reg. No. \_\_\_\_\_

Date \_\_\_\_\_

Address of Project \_\_\_\_\_

Address Invoice if Other than Above \_\_\_\_\_

Company Name / Details If Required \_\_\_\_\_

VAT No \_\_\_\_\_

Signature \_\_\_\_\_

SO DESIGN ATELIER's Terms and SO DESIGN ATELIER FEE OUTLINE and terms of engagement in their prevailing form from time to time (SO DESIGN ATELIER's Terms and SO DESIGN ATELIER FEE OUTLINE) are applicable to all business dealings (including those with client and suppliers) and all agreements. Products and Services are made available to customers subject to SO DESIGN ATELIER's Terms and SO DESIGN ATELIER FEE OUTLINE and terms of engagement. The prevailing SO DESIGN ATELIER Terms together with SO DESIGN ATELIER FEE OUTLINE are available at [www.sodesigns.co.za](http://www.sodesigns.co.za)

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