



SOdesigns Fee Outline and Terms of Engagement – January - 2024

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 R1750 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 R950 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 R1750 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 R950 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 10% will apply and will be invoice to client by SOdesigns and Interiors 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 SOdesigns.
- Fees are as follows:
 - Client consultation fee is R1750 per hour excluding VAT.
 - Administrative in-office documentation and design fee is R950 per hour excluding VAT.
 - If the client chooses to purchase items directly, a 10% sourcing fee will be applied and invoiced by SOdesigns as a styling 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 SOdesigns of 10% on these items for payment.

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 fee:

Paper, printing, and administrative costs are as follows:

Colour:

A4 - Colour, single = R15 per print

A3 - Colour, single = R20 per print

Black and White:

A4 - Single = R5 per print

A3 - Single = R7 per print

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.

Please refer to page 2 for a detailed outline of our services process.

By accepting this agreement and providing the necessary information, you acknowledge your acceptance and commitment to be bound by SOdesigns' prevailing Terms available at www.SOdesigns.co.za. Copies of the Terms have been made available to you. You affirm that all information provided is true and correct and agree to notify SOdesigns in writing of any changes in the details provided.



Detailed Outline of Service 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 final design, floor plans and all other necessary working drawings are prepared in CAD format. These drawings are also submitted as PDF files within 2-4 weeks.

FF&E Selection

We select material finishes, fixtures/fittings, and equipment/appliances for client review and approval. This process typically takes 2-3 weeks.

3D Modelling (if required)

If necessary, your project can be built in a 3D model to provide a more realistic view. Renders of this model will then be presented.

Phase 2: Interior Design Execution

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

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

Once the decor budget is approved and the deposit is paid, we will order proposed items and schedule their delivery accordingly. We will also coordinate deliveries with detailed timelines while managing installation teams on-site. Additionally, we supervise placement and execute styling of all decor during this phase which usually lasts for 6-12 weeks depending on the complexity of the project.