



1361 S De Anza Blvd, Cupertino, CA 95014

(408) 252-3347

ygchannahs@gmail.com

Letter of Agreement for Preliminary Conceptual Landscape Design and Budgeting

Date:

Name:

Address:

Phone:

Email:

Thank you again for your interest in our Design services. We appreciate the value you place in planning and forethought. We truly believe that your property will be both more beautiful and more valuable for your having participated in our Design Process. We start our Process with your acceptance of this proposal for design work. The estimate for the cost is presented in the form of a "Letter of Agreement" and is accompanied by a worksheet which details our estimated use of time as well as rates for other possible design and professional services. The agreement is intended to be a simple contract of understanding and intent between yourself and Yamagami's Garden Center, and serves to clarify the services and charges that will be incurred. The letter of agreement does not bind you to construction or installation work, and we are proceeding with the same understanding. Please call us with any questions you may have regarding this proposal. It is certainly our love of the creative process and the thrill in seeing a beautiful plan come together that makes our profession so satisfying to us, so we are looking forward to making this happen again, at your property! Thank you again.

Sincerely,

Hannah N. Soriano, Principal Landscape Designer



In order to assure there is a clear understanding between our client and our office, it is our normal procedure to prepare a Letter of Agreement that outlines the extent of our services and the responsibilities of our client. This letter shall constitute the complete and total agreement between yourselves ("Owner" or "Client") and Yamagami's Garden Center ("YGC").

SERVICES TO BE PROVIDED BY Yamagami's: Conceptual Master Plan

- 1.) Scale drawing of location garden at: Conceptual hardscape elements such as walls, walks, patios, terraces and driveways
- 2.) Conceptual schematic showing major trees and shrubs, structural plantings and general garden areas
- 3.) Detailed Planting Plans, with plant varieties, quantities, planting size, symbols and key
In order to facilitate this aspect of the design YGC will provide the client with the following:
 - 1) Time necessary for project support (e.g. property measurements, site visits, client meetings, educational assistance, research for design, etc.)
 - 2) Drafting of a schematic landscape and hardscape concept tailored to your personalities and lifestyle.
 - 3) Preliminary design presentation. This presentation offers you the opportunity to give feedback and help make the design fit your budget.
 - 4) Presentation of revised schematic landscape design concept. Design may show house located on lot with structures labeled and conceptual planting scheme.
 - 5) Specific details/drawings relevant to your project

CLIENT RESPONSIBILITIES:

The Client agrees to provide YGC with the following information, input and time:

- 1.) Provide YGC with a Design Scope and Project Goals. Provide YGC Design Staff with "Style Materials", such as photographs, magazine clippings, and photo images which accurately represent the Client's preference and style in regards to garden and structural elements.

2. Furnish Yamagami's with exact data of the site to include the metes and bounds of the property, the existing structures to scale and the location on the property, architectural drawings, furnish topographic information and the location of easements, setbacks and utilities.
3. Furnish Yamagami's with any pertinent information that describes restrictions imposed on the property, including permit restrictions.
4. In order to avoid delay in the orderly progress of work; if required, designate an authorized representative to review plans, materials and correspondence (contracts, change orders, etc.) in a timely manner and respond with written approval or rejection.
5. Make payments to "Yamagami's Garden Center" as outlined in this agreement.
6. Client shall pay fees for permits, licenses, and inspections, and applications preparation.
7. Provide that all persons involved in decision making attend scheduled meetings with designer and provide active input to YGC Design Staff.

LUMP SUM FEE All work that is indicated in "Services to be provided by Yamagami's " section of this agreement will be completed for the lump sum total of :

Initial price t:	\$200.00
Total Remaining:	_____

HOURLY FEE All work that is indicated in "Services to be provided by Yamagami's" section of this agreement will be completed per 100 square feet: _____

First 100 Square Feet :	\$250.00
Total Remaining:	_____

It is clearly understood that Yamagami's will not exceed the amount of the estimate without first obtaining the Client's express consent.

PHOTOGRAPHS: Yamagami's reserves the right to photograph any and all aspects of the project and to use those photographs for advertising purposes, project management documentation, award submittals, etc. All photographs become the sole property of Yamagami's Garden Center.

SIGNATURES The parties undersigned here agree to provide the services, information and payments as described in this Letter of Agreement.

Designer _____ Date _____

Client _____ Date _____