ANNA KUCZMANSKI

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October 26, 2026

Mr. Victor Chang and Mrs. Maria Chang
1274 Mossy Oak Lane
Bellaire, Texas 77401

Dear Mr. and Mrs. Chang:

Thank you for the opportunity to work with you. This letter confirms our agreement for interior design services for the remodeling of the kitchen and adjacent family room at your residence at 1274 Mossy Oak Lane, Bellaire, Texas 77401. No other areas of the residence are included in this agreement. You will hire your own general contractor to manage construction, and I am providing design services only. I will not be purchasing or selling furniture, finishes, or equipment for this project.

A. Project Information

Based on our initial meeting, I have confirmed the following. Please correct anything below that is inaccurate before you sign.

1. Owners of the property: Victor Chang and Maria Chang.
2. Project location: 1274 Mossy Oak Lane, Bellaire, Texas 77401.
3. Spaces involved: the kitchen and the adjacent family room, approximately 640 square feet combined.
4. Project type: remodel of an existing residence. No addition or change to the building footprint is planned.
5. Existing documents: no architectural floor plans are available, so I will site-measure both spaces.
6. Budget: $120,000 for construction, cabinetry, finishes, fixtures, and furnishings, excluding my design fee.
7. Targeted completion: on or about May 29, 2027.
8. Construction management: your general contractor, whom you will name to me in writing before construction begins, will manage all construction and will hire all trades directly.
9. Construction documents: your contractor is responsible for any permit-level drawings and for all engineering.
10. Permits: you or your contractor will obtain all required permits from the City of Bellaire.
11. Demolition: full demolition of the existing kitchen, and removal of the existing flooring in the family room.
12. Phasing: the project will be completed in one continuous phase.

13. Prior experience: this is our first project together, and it is your first time working with an interior designer.
14. Presentation requirements: color presentation board and digital perspective views, as described in Section C.

B. Programming and Schematic Design

1. Meet with you to determine how you use the kitchen and family room, your storage and appliance requirements, and your style and color preferences.
2. Site-measure both spaces and photograph the existing conditions.
3. Research the building code and permit requirements that apply to a remodel of this type in the City of Bellaire.
4. Prepare preliminary floor plans and furniture plans for the two spaces.
5. Prepare preliminary selections of cabinetry, countertops, plumbing fixtures, lighting, flooring, wall finishes, and window treatments.
6. Put together an estimated cost range for the cabinetry, finishes, fixtures, and furnishings so we can compare the selections against your budget.
7. Walk you through the preliminary plans, selections, and estimated costs at a review meeting and note your comments.

C. Design Development and Construction Documents

1. Revise the preliminary plans and selections based on your comments at the review meeting in B.7. My fee in Section E covers two rounds of revisions after that meeting.
2. Prepare final floor plans, furniture plans, interior elevations, and a reflected ceiling plan for the two spaces.
3. Prepare a finish schedule and written specifications for all cabinetry, finishes, fixtures, and lighting to be installed by your contractor.
4. Prepare one color presentation board and one set of digital perspective views of the kitchen.
5. Present the final drawings and specifications to you for your written approval.
6. Issue the approved drawings and specifications to your contractor.

D. Construction Phase Services

1. Make up to four site visits during construction to observe whether the interior work is being installed in general accordance with my drawings and specifications.
2. Respond to questions from your contractor regarding the intent of the design documents.
3. Prepare a final punch list of interior items requiring correction, and review that list with you.

My role during construction is limited to the four visits and the items listed above. I will not be on site day to day, and I do not supervise the contractor or the trades.

E. Compensation

The fixed fee for the design services described in Sections B, C, and D is $9,500, payable in four installments:

Payment due	Percent	Amount
At signing, as a retainer	20%	$1,900
Completion of Programming and Schematic Design	25%	$2,375
Completion of Construction Documents, with your written approval	40%	$3,800
Review of the final punch list with you (Section D.3)	15%	$1,425
Total	**100%**	**$9,500**

The retainer is due with your signed copy of this agreement and will be applied to the total fee. Work will not begin until the signed agreement and the retainer have been received.

Payment is due fifteen days from the date of each invoice. Any balance still unpaid after that date will accrue a late charge of 1.5 percent per month.

My hourly rate for work outside Sections B, C, and D is $125. Examples include designing other rooms of the house, site visits beyond the four listed in Section D, changes you request after approving the final drawings, and any revisions past the two rounds in Section C. Before I start any of that work, we will all sign a short written addendum that describes it and estimates the added cost.

Out-of-pocket costs are not part of the $9,500 fee. I will pass them through to you at what I actually pay, with no markup. They include printing and copying drawings, delivering documents to your contractor, and any renderings or models you ask for beyond those in Section C. I will check with you before spending more than $100 on any single item.

My fee is fixed for the scope described in this agreement and will not increase if the cost of the construction, materials, or fixtures rises during the project. I cannot guarantee the prices quoted to you by your contractor or by any supplier, and the estimated cost range in Section B.6 is not a guaranteed cost.

F. Other Terms

1. I expect to begin work within ten days of receiving your signed agreement and retainer, and to complete the services in Sections B and C within approximately twelve weeks. The construction phase services in Section D will follow your contractor's schedule. If this project extends beyond one year from the date of this agreement, we will meet to review the fee and the remaining scope.
2. You will obtain the permits this project needs, either yourselves or through your contractor.

3. I will need to get into the house during normal business hours to measure, photograph, and make site visits; we will set those times together. Expect the kitchen and family room to be out of use for much of the construction period.
4. Please review and respond to the drawings, selections, and questions I send you within five business days. Delays in your approvals will move the schedule in item 1.
5. My drawings and specifications show the layout, finishes, and materials of the kitchen and family room. Engineering of any kind, including the plumbing, HVAC, electrical, and structural systems, is outside my expertise and this agreement. Your contractor and its licensed trades will handle that work and produce any drawings the permit requires.
6. You are hiring the general contractor directly, so I do not direct, schedule, or supervise the contractor's crew. I have no control over the quality or timing of work done by the contractor or anyone else you hire, and I am only responsible for my own services.
7. Any change to my drawings or specifications that is made without my review becomes the responsibility of whoever made it.
8. Any product you choose in place of one I specified is your decision. I am not responsible for how that product performs or how it looks once it is installed.
9. If a consultant beyond my expertise is required for this project, I will advise you, and you will contract with and pay that consultant directly. I will bill for my own time spent coordinating with any such consultant.
10. I keep the copyright to the drawings, specifications, and other documents I create. You may use them to build this project at this address, but not to build it elsewhere or to share them with another designer, without my written permission. Each sheet will carry my copyright notice.
11. I would like to photograph the finished kitchen and family room for my portfolio. I will ask you first, and no photo of your home will appear in advertising, social media, or any publication unless you approve it in writing.
12. Either of us may end this agreement by written notice to the other, effective ten days after the notice is delivered. You will owe me for the work completed and the reimbursable costs incurred up to that day. If the retainer is more than what you owe, I will refund the difference.
13. Neither of us may assign or delegate our responsibilities under this agreement to another party without the written consent of the other.
14. If a disagreement arises that we cannot resolve between us, we agree to attempt mediation first. If mediation does not resolve the matter, we agree to submit it to binding arbitration in Harris County, Texas, and to accept the arbitrator's decision as final. We will share the cost of mediation or arbitration equally.
15. This letter, together with any signed addenda, contains everything we have agreed to. Any change must be in writing and signed by all three of us. Texas law governs this agreement.
16. This agreement must be signed and returned to me no later than November 16, 2026. After that date the fee and schedule described above are subject to revision.

I am looking forward to this project and working with you both. Please sign and date both copies of this letter, keep one for your records, and return the other to me with your retainer check.

Sincerely,

_____

Anna Kuczmanski, Owner

Accepted and agreed:

_____ _____

Victor Chang Date

_____ _____

Maria Chang Date