



lisa teague
upcoast design

Rates and Services Upcoast Design 2021

Lisa Teague Upcoast Design provides a broad range of design and decorative services from architectural specification and design to project management, to interior furnishings and styling.

With an established network of skilled artisans and craftspeople, projects are managed with artistic attention to detail. Consistent in each design is meticulous but inspired color blending with paint, fabric and accessories. Along with an emphasis on creative, cohesive use of color, we work diligently to be sensitive to the environment. Creative recycling of found objects, re-use of existing pieces, and environmentally sensitive paint and finish materials are a cornerstone of our design philosophy.

We offer several fee structures to our clients:

- Hourly—consultation, design, purchasing, and project management
All services billed hourly with furnishings and accessories purchased through the studio. Recommended for smaller projects with an established purchasing budget
 - Design, Drafting, Project Management 165.00 per hour
 - Team rate, site, zoom meetings and installs, 2 to 3 design team members 320.00
 - Administrative 85.00
 - A retainer will be agreed on and secured prior to the onset of the project

Billable hours include design, drafting, project proposals, procurement, order tracking, ongoing project management, install and styling

Travel time is billed at 50% the hourly rate plus costs associated with travel inclusive but not limited to hotels, transportation and mileage

Phone consultation, e-mails and texts are considered billable hours and are diligently noted. Business hours are on weekdays from 9 a.m. to 5 p.m.

It is our policy that either Lisa Teague, or a representative of the studio, will be on-site for furniture deliveries as necessary or stated otherwise in the scope.

- Consultation Only
Billed hourly at 265.00 per hour, per designer, for the entirety of the project. Services are as described above with the exception of procurement, ordering, order tracking and management of purchases. All purchases will be made by the client. Order tracking and delivery are the responsibility of the client
- Flat Fee
One fee based on the scope of the project. It is recommended that large projects including new builds and whole home design be structured on a flat fee contract to be established prior to the onset of the project. A proposal will be submitted outlining scope, timelines, budget and exclusions

Purchasing and Procurement

- Items purchased through our vendors will be sold to the client at MAP (Minimum Advertised Price) at time of purchase, or at 25% off of retail, whichever is the lower price to the client
- Products purchased through retail outlets due to timeline constraints, and/or product availability will be sold to the client at 27% above cost
- Custom goods designed and fabricated through LTDS will be quoted and agreed on in advance of production; changes to the design after agreement may result in additional costs
- Reimbursables are billed at cost (i.e.; travel expenses, receiving, storage and white glove delivery)
- Merchandise and interior installations to be purchased through LTDS will be specified in advance and submitted in each instance for the client's written approval. Specifications will describe the item, price, and quantity. Should there be any change between the time of specification and installation Lisa Teague Studios will notify the client either verbally or with a revised specification with any relevant changes in the item description or pricing. Specifications may not include freight, delivery, like charges or taxes.
- No order or purchasing by LTDS shall occur until the client has approved the specification, in writing, and returned a deposit of 75% of the total specification cost to LTDS. The balance is payable upon receipt of invoice when the item is ready for delivery to and/or installation at the Client's residence. Proposals for antiques, items purchased at auction, customized merchandise or large-ticket items greater than \$10,000.00 require full payment at the time of the specification.

51 Islington St. Unit 2 Portsmouth, NH 03801

(603) 493-4516

www.lisateague.com

lisateague@lisateague.com
