

**INSTRUCTIONS  
DESIGN SERVICES CONTRACT**

<u>Page No.</u>		<u>Description</u>
<b>1</b>	<b>Designer / Owner Name</b>	<p><b>Designer</b> should be identified using full legal name under which contract is to be executed, including the state of formation and entity type (i.e. “a Washington limited liability company” or “a Washington corporation”). Where appropriate, a copy of resolution authorizing individual to act on behalf of entity should be attached.</p> <p><b>Owner</b> should be identified as all owners of property. To the extent the Owner is an entity, signatory must have the authority to sign on behalf of the Owner-entity and must include signing date.</p>
	<b>Date</b>	Provide the date Contract is executed/signed by the parties and becomes effective.
	<b>Location of Project</b>	Should be described in sufficient detail: (1) official name or title of facility; (2) location of site (site address, tax parcel number, etc.).
	<b>2.2 (b) Phased Services</b>	Provide number of sets of designing revisions and/or number of design meetings for consideration
	<b>3.1 Contract Price</b>	<p>Total cost for services to be performed.</p> <p>Enter amount of cost amount here. Write the amount in words and the numerical amount in the parentheses. For example, if the total cost was \$12,345.67, you would write it out as follows: TWELVE THOUSAND THREE HUNDRED FORTY-FIVE AND 67/100 DOLLARS (\$12,345.67).</p>
<b>2</b>	<b>3.2 Down Payment</b>	<p>Amount Owner shall pay to Designer at time of execution of Contract to begin preparation of documents, which amount is to be applied against total amount due.</p> <p>Enter amount of cost amount here. Write the amount in words and the numerical amount in the parentheses. For example, if the total cost was \$12,345.67, you would write it out as follows: TWELVE THOUSAND THREE HUNDRED FORTY-FIVE AND 67/100 DOLLARS (\$12,345.67).</p>
<b>3</b>	<b>IV. Additional Services</b>	Additional services outside scope of initial Contract requested by Owner shall be paid on an hourly basis to

		individual contractor/designer whom Owner is requesting additional services of.
<b>4</b>	<b>10.6 Notices</b>	Addresses of Owner and Designer for delivery of notice relating to Contract Documents.
<b>5</b>	<b>Signatures</b>	<p><b>Designer</b> – Individual who has authority to sign on behalf of company, include title and date.</p> <p><b>Owner</b> – all owners of property to sign and date. To the extent the Owner is an entity, signatory must have the authority to sign on behalf of the Owner-entity and must include the signatory’s printed name, title, and signing date.</p>