

## **CABINETS DESIGN AGREEMENT 2014**

Thank you for considering Jeff Gilman Woodworking Inc. (JGW) for your home project. JGW is an independent design firm and an authorized dealer of high quality cabinets for your home. Our unique designs reflect a blend of creativity and function, the latest advances in technology and manufacturing, and painstaking attention to detail. Please visit our website at [www.jeffgilmanwoodworking.com](http://www.jeffgilmanwoodworking.com) to view some of our recent projects and learn more about our cabinets design expertise.

Our Wood-Mode line of Custom Cabinets is fabricated according to our exact specifications with the highest standards in quality and finish. For projects requiring less customization, we carry Brookhaven semi-custom cabinets. As a direct dealer for these cabinet lines, we have the flexibility to design cabinets for your entire home that is guaranteed to fit any realistic budget.

Our mission is to provide JGW clients with creative and functional design, excellent value, individualized attention, and unparalleled service throughout the home building or renovation process.

### **1. Consultation:**

The first step is a meeting in our Showroom to review your architectural plans or measurements and photos of your existing space, and discuss your ideas for your new project. We will discuss the flow of your project, your workspaces, and appliance preferences for your specific family needs. This is a good time to view our Houzz.com account idea books or photos of ideas you may have gathered to help us identify the style of cabinets and design details you prefer. We are then able to discuss and prepare an estimate for your cabinets, as well as many of the other important components of your project, including countertops, appliances, and hardware. We want to give our clients clear facts and realistic expectations for the entire building or renovation process.

### **2. Cabinets Design:**

To begin the cabinets design phase, we request a \$3,000 design retainer that will be fully credited to the purchase price of your cabinets. Upon receipt of the retainer, we will take exact measurements and photographs of your existing space, or work with your architectural plans. We will draw 2D-3D CAD layouts to determine the best layout, incorporate the appropriate appliance sizes, and identify any necessary architectural changes. We will then meet in our Showroom to review these layouts and three-dimensional perspective drawings, which will enable you to fully visualize your new space as well as understand the logic behind our design suggestions. When the layout and overall style decisions are finalized, we will prepare a detailed quote for your new cabinets, including the recommended door/drawer style, accessories, moldings, hardware, and finish details. Your initial \$3,000 design retainer will be reflected in the cabinets price and will be applied as part of the final cabinets payment, as outlined below. We are proud to offer our cabinets at a 25% discount off list price to ensure the best possible value for our clients. If you decide not to proceed with your project, the drawings are yours to keep, but the retainer and design time paid to JGW will not be refunded.

### **3. Cabinets Shop Drawings and Your Order:**

Preparation of your shop drawings is the next important step in the design process. These detailed layouts and elevations will include exact cabinets measurements, required plumbing and electrical notes, as well as appliance model numbers. Your architect and/or contractor will use these drawings through the framing, plumbing, and electrical portions of your job. They will also be used to order your cabinets. To start these drawings, and place your order we request a 50% deposit on the cabinets.

### **4. Additional Design Services:**

To further ensure that the goals for your new project are achieved, we recommend that JGW assist you in the design and coordination of all the critical components: countertops, electrical drawings, hardware, lighting, flooring and plumbing fixtures, backsplash, and final paint choices. We have the most current information about the latest products and materials and our JGW Showroom has been designed to streamline every step of your project from concept through completion. We will work together in our Showroom using our extensive samples, bring in new materials as needed, or we can accompany you to outside vendors. Our three-dimensional color drawings, with actual product photos, will allow you to fully visualize how all the details work together. This additional design step will begin after we have started the shop drawings for your cabinets. We will apply design time at a rate of \$125/hour. We want you, as our JGW Client, to have the option to use as much (or as little) of our time and expertise as needed, yet ensure that all the decisions work together for the overall look, function, and budget of your beautiful new project.

**5. Deliveries:**

JGW will give you an estimated delivery date for your new cabinetry based on an average 8 – 10 week lead-time. The delivery payment of 40% less the design retainer of \$3,000 is due by personal check (7) days prior to delivery, or by certified check at delivery. Cabinets will not be delivered without full payment. Other material purchases require a 50% deposit to place the order and the balance due prior to delivery. Certain “quick ship” items will require payment in full at time of ordering.

**6. Installation:**

JGW recommends that our professional Installers handle the specialized installation of your new cabinetry and hardware. Their responsibilities include “sign off” on the final room measurements, verification of plumb and level conditions, handling the tailgate cabinet delivery, as well as the cabinetry and hardware installation. After completion of your project, they will return for final adjustments and touch-ups of your new cabinetry. The remaining 10% or the remaining balance is due upon substantial completion of the cabinet installation.

We hope this clarifies what you can expect from Jeff Gilman Woodworking. We are committed to helping our clients make the best choices for their projects at the best possible value. We look forward to working together with you on your Kitchen project.

JGW Design & Cabinetry Client, Agreed and Accepted:

Client \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

By Jeff Gilman \_\_\_\_\_ Date: \_\_\_\_\_