

Architectural Design Service Retainer Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We are pleased to confirm our agreement for architectural design services. This retainer covers the initial phase of your project, allowing us to dedicate our resources and expertise to deliver outstanding design solutions.

Scope of Services

The services to be provided include:

- Initial consultation and site assessment
- Preliminary design concepts
- Understanding client requirements and project specifications

Retainer Fee

The total retainer fee for our services will be [Insert Amount]. This fee will be credited towards the total cost of the project upon acceptance of the final design.

Payment Terms

Payments should be made by [Insert Payment Method] within [Insert Payment Period] after signing this agreement.

Agreement Duration

This agreement is effective from [Insert Start Date] and will remain valid until [Insert End Date] or until the scope of services is completed.

We look forward to working with you on this exciting project. Please sign and return a copy of this letter as a confirmation of your acceptance of the terms outlined above.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Client Signature: _____

Date: _____