



*Innovative Approach...  
Timeless Craftsmanship*

**Grand Rapids Office**  
6804 Old 28<sup>th</sup> St.  
Grand Rapids, MI 49546  
(616) 825-6112 office/fax

**Midland Office**  
1608 W St. Andrews Rd  
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(989) 794-5987 office/fax

email: [info@cuttingedgebuilders.net](mailto:info@cuttingedgebuilders.net)  
website: [www.cuttingedgebuilders.net](http://www.cuttingedgebuilders.net)

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## **Addition/Renovation Design Agreement**

The client agrees to contract with Cutting Edge Builders Inc. to design a biddable/buildable design for their addition and/or renovation.

For this design the client agrees to pay \$250.00 down upon signing agreement. The remaining design fee will be calculated hourly at \$75.00 per hour. The total fee is generally under \$1000.00 but depends on how quickly the client and designer agree on the design.

For this design fee, Cutting Edge Builders Inc. agrees to create a set of plans which shall include:

- Scaled floor plans including existing home square footage as needed.
- Scaled relevant elevations.
- A cross section showing wall assembly and roof construction if necessary.

***Please note: engineered truss drawings and floor joist drawings are to be prepared and engineered by the lumberyard***

Following are the details of the design fee:

- Design fee includes all face to face meetings, e-mail correspondence, and phone conversations necessary to prepare the set of plans.
- Should the plans be built by Cutting Edge Builders, the design fee will be applied toward build cost.

***Please note: The design fee is not meant to be a fixed bid but rather a base fee. Changes after signoffs will initiate change fees at \$75/hour.***

Following are the phases of the design process:

1. Initial meeting with client to discuss ideas, drawings, expectations, etc.
2. Contract signing and initial payment
3. Working closely with client to design main addition and/or renovation. Will include email, phone and face to face if necessary.
4. Design Signoff
5. Work closely with client to design elevations
6. Final design approval – remaining balance is now due
7. Upon receipt of final balance, one master copy of the plans will be printed and delivered to the client if requested.

***Please note:***

- ***Throughout the design process the design is the intellectual property of Cutting Edge Builders and the client will receive only expiring, non-printable versions of the design for review purposes.***
- ***After receiving final payment, the design becomes the property of the client but Cutting Edge Builders retains the rights to the digital CAD and PDF files. Additional printed copies may be purchased.***
- ***Should the client contract with Cutting Edge Builders to build the project, the client may then request a full size, printable PDF version of the prints.***

Following are the 3 elements of the contract:

1. Commencement of drawing – Upon receipt of initial payment design work begins.
2. Design Signoff – At this point, the client signs off on the design. The elevations can now be designed.

***Please note: Once the design has been signed off on, any subsequent client initiated changes to those plans will be billed at an hourly rate of \$75 per hour.***

3. Final approval – At this point the client signs off on all plans and elevations. Plan dimensions will then be finalized and the plans are ready for print.

Following are the terms of payment:

- \$250.00 due upon signing agreement
- Remaining balance calculated and due upon final design approval



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## Commencement of Drawing

Upon receipt of this form signed by all listed parties and initial payment, the design process will commence

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Officer for Cutting Edge Builders Inc.

Date

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Client

Date

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Client

Date



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## Design Signoff

Upon receipt of this form signed by all listed parties, any necessary elevations will be designed.

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Officer for Cutting Edge Builders Inc.

Date

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Client

Date

---

Client

Date



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## Final Design Approval

Upon receipt of this form signed by all listed parties, the plans will be finalized. Once final payment is received, the plans will be printed and delivered to the client.

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Officer for Cutting Edge Builders Inc.

Date

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Client

Date

---

Client

Date



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## Design Change Order

This form when signed by all parties listed below, gives authorization by said client for Cutting Edge Builders to change the design, plans, or elevations at a rate of \$75 per hour.

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Officer for Cutting Edge Builders Inc.

Date

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Client

Date

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Client

Date