



PROPOSAL FOR LANDSCAPE DESIGN SERVICES

The _____ Residence or Property
_____ phone: _____
_____ email: _____

Scope of Work:

- Assimilation of all client and site data received from you;
- On-site measurements, designer’s photographs and development of base map;
- Analysis of existing on-site and adjacent off-site conditions;
- Preparation of a preliminary conceptual plan which will be presented to you at your home;
- Further refinement to establish a final master plan

*Please note that the scope of work does not include the following:

- 1.) Detailed construction drawings for any site structure
- 2.) Actual construction or installation of the design

Drawings: I will submit the following to you (according to the time schedule below):

- A preliminary conceptual plan for the site: This plan will show the location of all proposed site elements (and existing site features that are to remain), such as walks, driveway, fencing, decking, and general planting areas in a conceptual layout. This will be a working plan that I will retain.
- A final scaled master plan: shows the final placement of the various landscape features and plants, and also specifies types of plants & materials to be used. A rough perspective sketch may be included to further your understanding of the project. A Plant List, showing plant quantities, sizes, and botanical and common names will be provided. You will receive two blackline prints of the plan.

Time Schedule:

- I will begin work upon receipt of deposit and the signed contract. The preliminary plan will be completed within 3-4 weeks, at which time I will arrange a meeting with you. Following that meeting, and allowing you time to provide feedback or additional information on the project, I will begin design of the final plan, to be completed in 3-4 weeks.** A final presentation meeting will then be arranged between us.

****Additional meetings for plan changes may delay this schedule and result in additional charges to you.**

Fee Payment and Schedule:

I propose to execute the above noted drawings and services for the lump sum of \$_____, plus a \$65 charge for materials.

The payment for the above services shall be as follows:

- \$100.00 submitted with the signed proposal/contract.
- One-half of the balance due upon presentation of the conceptual plan.
- Remainder of the balance due upon completion and presentation of the final master plan.

Alternatively, I will work upon the design for your property at the hourly rate of \$_____, until completion of the final plan or until you are satisfied with the progress up to that point.

Disclaimer

Design services and consultation advice by the landscape designer is provided in conformity with the Standards of Practice of the Association of Professional Landscape Designers (APLD). Services and advice are limited to planning and conceptual design of exterior spaces and horticultural consultation and do not include any engineering services, structural analysis, or construction details which may require the services of a licensed professional as required by law. Construction details given are conceptual in nature and should be confirmed by a licensed landscape architect or contractor.

Contract Acceptance: This offer is valid for 30 days. If this proposal is satisfactory and acceptable to you, please sign a copy and return to me at the address below:

Client	Date	Designer	Date
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Please return to: Patricia Acheff, APLD



17605 NW Lone Rock Drive
Portland, OR 97229
(503) 531-3947
e-mail: contact@visionscapesnorthwest.com

Members of APLD ® agree to abide by the following Standards of Practice:

- Advance landscape design by continuing professional education and exchanging knowledge with colleagues
- Be truthful in oral or written statements concerning the services they are qualified to offer
- Protect the environment and discourage damage to our natural resources
- Refrain from expressing an uninformed opinion on any issues relating to the profession
- Be loyal to clients or to the employing organization and faithfully perform assigned tasks
- Avoid making unfounded statements or criticizing colleagues for personal gain
- Participate in public service activities to educate the public about good landscape design and sound horticultural practices
- Conduct all matters relating to landscape design activities, business operation, and civic responsibilities in a manner that will further the status of landscape design as a respected profession