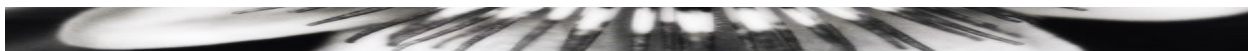


# Process and Fees



This document lays out the usual design process and all applicable fees and fee estimates. When included with a Client Brief this document, which will be amended for the specific purposes of each client, forms the Terms and Conditions of Sabina Edwards Landscape Design.

## Preliminary Site Visit and Consultation

This initial meeting will be to discuss not only what the client requires from their garden but also what they require from the designer. Options on the best way forward, whether it is a full garden design or simply a few hours consultation and follow-up report can be considered. If a full design is required a Client Brief will be completed during this appointment.

**First hour free**  
**£45 per hour thereafter**  
*Payable at end of visit*

*Mileage is charged at 40p per mile for clients further than a 25 mile radius.*

A report detailing the clients requirements (the Client Brief) will be supplied together with a copy of the terms and conditions. If the client is happy with my understanding of their requirements and wishes to proceed, then a letter confirming this, together with a signed copy of my terms and conditions, should be returned. Upon receipt of these documents an appointment can then be made to carry out the Site Survey.

## Site Survey and Inventory

This survey will comprise all measurable elements within the garden boundaries, including the house and other structures. An inventory will also be completed comprising existing features and elements; for instance soil type, views and existing services. This work will become the basis for all future work and usually takes a minimum of 4 hours including drawing up. Where size and complexity dictates, it may be necessary to engage a professional surveyor who will invoice directly.

**£45 per hour**  
*Payable in advance*  
*based on a given estimate*

*With the above information to hand, I will be able to begin putting together design concepts for the garden.*

## Full Design Plans

*For very small gardens and courtyards pricing by the hourly rate of £45.00 may be more cost effective. A site visit is always recommended if you feel this may be applicable to your garden.*

*The following prices are average estimations for guidance only.  
 In addition to the size of the area to be landscaped the complexity of the required design may affect the final costs.*

|                |                            |               |
|----------------|----------------------------|---------------|
| Gardens up to: | 250 sq m                   | from £725.00  |
|                | 251 - 500 sq m             | from £855.00  |
|                | 501 - 750 sq m             | from £990.00  |
|                | 750 - 1011 sq m (1/4 acre) | from £1125.00 |
|                | 1011 sq m +                | POA           |

**(25% deposit required upon design commission)**

*This part of the process has two stages, being the initial sketch plans (concept drawings) followed by the full master plans.*

## Initial Sketch Plan

Sketch plans are made as a first draft which are discussed at a second consultation. These sketches are support with images giving a visual idea of potential styles and materials (montage/mood board). During this stage any changes or afterthoughts that may arise will be discussed in order to incorporate them into the master plan.

## Master Plan

The master plan will then be drawn up with any necessary supporting perspective and elevation drawings. The completed garden design is presented to the client at which time the design fee is due. At this stage the client can either choose to continue independently or to engage the designer to undertake the contract and/or project management of the build.

## Process and Fees (continued)

*The following costs may also be incurred in some cases:*

|                                                                                                                                     |                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| Additional re-drawings after initial agreement, all construction and technical drawings and any subsequent artwork.                 | <b>£45 per hour</b>                                |
| Construction monitoring, planning appeals and accompanied visits with Planning Officers, Tree Surgeons, Architects and Contractors. | <b>£45 per hour</b><br><i>inc. travelling time</i> |
| Visits to nurseries, reclamation yards and other suppliers, and setting out.                                                        | <b>£20 per hour</b><br><i>inc. travelling time</i> |

*Expenses incurred such as additional copies of drawings, reproduction or purchase of documents, drawings, maps and photographs, etc. are charged at cost. Detailed timesheets are kept throughout the project, from preliminary site visit to build completion, and can be viewed at any time.*

### Tender Documents and Project Management

|                                                                                                                                                                                                                                                                                                            |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Preparation of Tender documents, Specifications and Bills of Quantities for submission to contractors for quotation purposes, including a copy to the client. A quotation analysis will then follow which will be discussed with the client. A separate contract will exist between client and contractor. | <b>£45 per hour</b> |
| Project management of the build ensures the integrity of the agreed design is adhered to. A minimum of two weekly site visits are recommended during construction, and I will be 'on-call' should any situation need discussion.                                                                           | <b>£45 per hour</b> |

### Soft Landscaping, Planting Plans incl. Plant Schedules

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Detailed planting plans are charged separately due to the time they can take to compile. Plant species are chosen to suit client preferences and site conditions such as soil pH, soil structure, site aspect and drainage conditions. They will be at a scale of 1:50 and show exact numbers, location and final spread. All plans are accompanied by a Plant Schedule showing plant name, quantity, pot size, plant type and tree size, and season of interest. | <i>from</i><br><b>£150.00</b><br><i>Payable on receipt</i> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|

50% of plant estimate to be paid in advance of ordering and balance settled upon delivery. The client is responsible for all plants once on site. Complaints/returns must be made within 7 days. The maintenance of all plants is the responsibility of the client. Should the client require any labour or maintenance from the designer this will be charged at **£20 per hour**.

### Other Professional Services

All transactions between the client and recommended professional services for specialist supplies or consultants must be settled by the client directly.

### Consultation and report only

|                                                                                                                                                                                                                                        |                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| A half day (3.5 hrs) horticultural and design consultation followed up with a written report detailing ideas, thoughts and suggestions as discussed with the client. This is a suitable option where hard landscaping is not required. | <b>£270.00</b><br><i>Payable at end of session</i> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|

### Cancellations

|                                                                                                                                                                                                  |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| A cancellation fee is incurred if, for any reason, the client no longer requires the design after work has been commissioned. This reflects the amount of work undertaken prior to cancellation. | <b>£60 per hour</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|

### Payment of Invoices

All invoices are payable on receipt. All designs remain the property of Sabina Edwards Landscape Design until all invoices are paid in full and in the event of none payment of invoices Sabina Edwards Landscape Design reserves the right to withhold products and services until settlement.

All design work is copyright to Sabina Edwards Landscape Design.

Sabina Edwards Landscape Design carries Public Liability Insurance to the value of £1,000,000.