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architects + designers
1300 850 670 www.MDS.archi

TERMS & CONDITIONS

Percentage fees, hourly rates and fixed fees are subject to GST (currently 10%). These fees exclude consultants' & authorities fees (e.g. engineers, surveyors, etc) unless specifically noted otherwise. Basis for our fee agreement is the 'Design Matters National' Engagement Agreement or the 'ArchiTeam Client-Architect Agreement' - unless agreed otherwise - which can be provided upon request, together with a detailed description of services.

Hourly Rates
Work done on an hourly rate is at the following rates :
Graduate Architect/Designer or Mid-Level Consultant $149, plus GST
Junior Consultant or Student $115, plus GST
Architect/Designer/Consultant $185 per hour, plus GST
Senior Architect/Designer/Consultant $199 per hour, plus GST
Director or Design Leader $279 per hour, plus GST
Hourly Rate is charged on a time basis, door to door.

Mobilisation Fee
MDS require a non-refundable deposit to get us up and running on your project.

Early Termination of Contract by Client
Should you decide to sell the project prior to completion, with the added value of our drawings, ideas and/or permits, or halt, pause or stop the project for any other reason, we offer you to pause and/or cancel your agreement with Melbourne Design Studios in regular intervals, at the end of each work stage, upon payment of any fees due at that stage, plus a pause/termination fee of 15% of the total fee.

Standard Inclusions (unless agreed otherwise)

- Digital copy of documents in PDF format at each stage
- Number of free Site Visits included : Up to three (via zoom in Economy, physically in Business Class)
- Any works not specifically nominated as included within a package, are excluded from that stage. Most of them can be booked as optional extras on hourly rates, if required.

Exclusions

- Other consultants, engineers etc
- Fees payable to authorities, e.g. building permits, Town Planning Council Fee etc

Printing

- Fees include an allowance for printing only where specifically listed. Hardcopies can be provided at the following rates
  General Prints/Copies
  - A4, single side : B/W $0.20 each, Colour $0.90 each
  - A3, single side : B/W $0.90 each, Colour $2.90 each
  - A2 size, sgl sd : B/W $4.50.each, Colour $9.50 each
  - A1 size, sgl sd : B/W $5.90.each, Colour $15.00 each

  High Res Photo Printing and A0 Printing on request.

Disbursements

- tender documents for builders and council (printing rates see above)
- cost of contract forms and printing contract documents
- All disbursements (incl contracts, couriers, title docs, payments to consultants on your behalf etc) are charged at cost + 20% admin fee

Extra Work

- Each stage of services will be reviewed by the client and approved before proceeding
- Changes to documents after approval will be charged at an hourly rate
- We reserve the right to renegotiate fees should the scope of the project change substantially.

Payment & Annual Adjustment

- invoices for work will be forwarded monthly , or
- following completion of each sub-stage/after each meeting, whichever is the shorter duration.
- All agreed rates and fees are subject to annual increase matching the annual Australian Consumer Price Index rate (CPI)
- If any discounts are part of a proposal or invoice you have received, they can only be applied to bank transfers on invoices paid on time (within 7 days of invoice date, unless noted otherwise on the invoice)