



site visit | landscape concept design

fee schedule and acknowledgement of terms

Date		Address	
Client name			
Telephone		Email	

Thank you for your request for information regarding a site visit, landscape design briefing and consultation.

The first step is a site visit to determine exactly what your needs are. Some clients only require a site visit to consolidate ideas, make enquiries or gain inspiration and no further design services are required.

We offer a concept to completion service and you are welcome to take advantage of all or part of these options to create your stylish and eco – friendly landscape.

The cost of our initial site visit will be deducted from your final invoice when you engage Provincial for ongoing works to complete your design and landscape.

Prior to commencing works, please find our fees and terms for site visits and landscape design projects for your consideration and approval. You will find an outline of procedure and stages of services for your information. For most residential projects stages 1 and 2 are all that are necessary.

a bit about us

To ensure you receive all the benefits of Provincial's expertise and quality eco – friendly products and services we'd like to elaborate briefly on what you can expect from working with us.

Provincial Plants and Landscapes can help you create a beautiful, easy-care, water-wise outdoor space. We can offer you a holistic and integrated range of environmentally sensitive products and services to take your landscape from design to completion.

Ecologically sensitive landscape design, wholesale plant supply and planting, xeriscaping (low water, low maintenance gardens), revegetation, a boutique range of garden decor are all complementary in creating drought tolerant, environmentally sensitive outdoor spaces.

The Provincial nurseries specialise in chemical free, drought tolerant, low water use, easy care understory species - native and ornamental grasses, sedges, rushes, lillies, flowers, wetland plants, trees, shrubs, Flora for Fauna and Grass Trees. The plants in your garden will be the highest quality.

Our dynamic and professional team of ecologists, environmental designers, horticulturalists, seed collectors and planters are proficient at delivering the quality product you need and expect, on time and on budget.

Provincial is a Nationally Award winning business working towards operating all business elements via renewable energy sources and is now certified Carbon Neutral!



Let the experts show you how to enhance your outdoor spaces and lifestyle by creating a contemporary, stylish and practical landscape using sustainable practices and complementary water conscious products that will save you time, money and resources.

We look forward to working together to create the best possible environment that will add value to your home and improve your lifestyle with a minimal carbon footprint.

Yours Sincerely

Lisa Roberts
Environmental Designer (BA) | Horticulturalist | NGIA CNP

terms for site visits and landscape design services

- Client to advise scope of service required within stages 1 to 6
- Fee for initial site visit will be deducted from the final invoice where works are taken to project completion
- Price ranges provide for stages 1 – 6 are guides only and final price depends on scale and scope of works required. The final price will be ascertained upon completion of works. Variances in excess of 10% of the price guides provided are subject to client approval pre works
- Provincial will co – ordinate and integrate the estimates of any consultants or contractors and will provide one invoice for all trades payable to Provincial
- Fee breakdown to be issued with client invoice
- Payment in full upon job completion and receipt of invoice unless credit account is held
- Should works be curtailed or postponed, fees will be payable on works performed up to that date
- Costs of prints of drawings to be reimbursed by the client
- All application and building submission fees are paid directly by the client
- Post documentation services, any further drawings or site visits will be charged at \$200/hr + GST
- Travel and accommodation expenses (where applicable) are payable by the client

client acknowledgment of fees and terms for landscape design

Please acknowledge acceptance of our fees and terms with your signature below and return to us.

I accept his proposal and certify that the above information is true and correct. I have read and understood the Terms and Conditions of Trade (contained herein) of Provincial Investment Holdings Pty Ltd T/as Provincial Plants and Landscapes which form part of, and are intended to be read in conjunction with this proposal and agree to be bound by these conditions. I authorise the use of my personal information as detailed in the Privacy Act clause therein. I agree that if I am a director or a shareholder (owning at least 15% of the shares) of the Client I shall be personally liable for the performance of the Client's obligations under this contract.

Signed (PPL)		Signed (Client)	
Name		Name	
Position		Position	



ecologically sensitive landscape design – what can you expect?

embracing the Australian outdoor space

Using plants that belong where we live not only helps conserve our ecological resources, it gives our gardens a sense of place. Thanks to the extraordinary diversity of stunning native plants, we can interpret any garden style from formal to cottage garden, tropical to contemporary minimalist. This new Australian outdoor space also reflects our love of outdoor living, with outdoor kitchens or cooking, dining and entertaining areas becoming common in most designs.

understanding lifestyles to improve design

Improved planning and design of outdoor spaces significantly reduces maintenance requirements and so saves water and resources. A better understanding of user and lifestyle needs means gardens are designed around our busy lifestyles and the times that people are available to enjoy their spaces.

conserving water and resources with xeriscapes

Garden and landscape designs that conserve water are often referred to as 'Xeriscapes', pronounced 'zerry scape'. This is a term derived from the Greek word 'xeros' meaning dry and from the word landscape, to form a new term for water conserving gardens.

A water wise, easy care garden is easy to create and has numerous benefits. Not only does it save water and resources, it also saves time and money on maintenance (with fewer weeds and less fertiliser and pesticide use). By incorporating smaller, drought tolerant lawn areas with improved soils, effective use of mulching and an efficient drip irrigation system, water wise gardens are less work than conventional gardens.

using efficient watering practices for lush gardens

A water wise garden doesn't mean a desert garden, nor does it have to mean a lawn free garden - you can have a lush green drought tolerant lawn and healthy abundant vegetation. A water wise garden uses efficient watering practices that means taking advantage of rainwater, recycled water, grey water and reducing reliance on mains water.



design process

STAGE 1 INITIAL CONSULTATION | SITE VISIT

Before our initial site visit you'll receive a fee schedule and acknowledgment of terms so you're fully aware of design and consultation costs.

We will then undertake a site visit to discuss your needs and desires and assess the opportunities and constraints of the site. We can then advise on design options and species selection.

Plans can be arrived at on site or in greater detail back in the studio.

STAGE 2 PRELIMINARY DESIGN CONCEPT PLAN, REPORT + SPECIES SCHEDULE

Ideas raised at the site visit are developed and drawn to scale for client presentation and further discussion. One or several concepts can be prepared depending on individual client preferences.

Preliminary analysis of authority regulations and requirements is undertaken and recommendations for the appointment of other consultants will be made if required. A report is generally provided including findings and recommendations and information about appropriate site preparation, plants, planting and maintenance.

A pictorial species selection is provided.

This stage can be as simple or detailed as you require.

STAGE 3 CONCEPT PLAN DESIGN DEVELOPMENT

When design concepts are finalised, plans can be taken one step further to resolve their character and specify particular items or materials. Plans can be used to estimate the total project costs including site preparation, hard-scaping (such as decking and paving) and plant supply and installation. A planting schedule is provided.

For most residential projects, there is some cross over between stages 2 and 3 and this level of service and plan development is sufficient.

STAGE 4 DETAILED LANDSCAPE PLAN

Once the final concept is approved, a fully scaled and detailed plan can be provided for development application or other council submission.

A standard specification is prepared describing the quality of materials, finishes, workmanship and the like.

Pricing for these services depends on the scale and scope of works and is charged hourly as outlined in our fee schedule.



landscape creation

STAGE 5 LANDSCAPE WORKS SITE PREP, CONSTRUCTION, PLANTING + MAINTENANCE

Provincial is the Principal Contractor on all the projects we design. We may engage sub – contractors to undertake hard-scaping works such as garden lighting, decks, paving or earthworks. These select contractors provide quality services and know how we work and our expectations for suitable site preparation and finish.

Once these works are complete and plant numbers are confirmed in the planning process, planting can be undertaken by our professional team, or you may choose for plants to be supplied and to do the planting yourself.

Provincial can provide you with a watering and maintenance regime to ensure your garden establishes well – or we can look after it for you.

STAGE 6 CO-ORDINATING + ADMINISTERING YOUR PROJECT

Provincial can manage your revegetation or landscaping project from design through to implementation. We can provide a total or partial service tailored to client needs.

Provincial will co – ordinate and integrate the work of any consultants or contractors. Our association with local building and landscape contractors allows us to provide the ultimate new space or remodelling service.

You will receive one estimate and one invoice (or progress payments as applicable) from Provincial regardless of the number of sub contractors we engage – this keeps the process simple for you.

We will undertake periodic site inspections, check work in progress regarding design quality control, materials selection and performance. You'll be kept up to date with progress reports.

When complete, we'll issue a job completion certificate so you know that all works have been carried out to specification.

conservation restoration beautification



landscape design project stages, description and costing

beautiful, water wise, easy care gardens and outdoor spaces from concept to completion

STAGE	DESCRIPTION	approximate HOURS	COST
1	<p>INITIAL CONSULTATION SITE VISIT</p> <p>Client briefing and job description Site visit, site appraisal and analysis and photographic record. On site concepts – verbal or graphic</p>	<p>As required</p> <p>Average 1 - 2 hours</p>	<p>\$200 / hour + GST</p> <p>\$50 / hour travel</p> <p><i>refundable where works continue to completion</i></p>
2	<p>PRELIMINARY DESIGN</p> <p>Revision of existing drawings Research where required Concept drawings – freehand sketch plan development Report preparation Pictorial species list preparation Liaison with consultants / contractors where required Client review</p>	<p>Dependant on scale and scope of project and number of concepts required</p> <p>Average 6 - 14 hours</p>	<p>\$200 / hour + GST</p>
3	<p>CONCEPT PLAN DESIGN DEVELOPMENT</p> <p>Resolution of 'landscape character' in drawings Materials specification where required Development of quantities for estimates Liaison with consultants / contractors where required Client review</p>	<p>Dependant on scale and scope of project</p> <p>Average 3 - 6 hours</p>	<p>\$200 / hour + GST</p>
4	<p>DETAILED LANDSCAPE PLAN</p> <p>Refined presentation drawings for Council submission Liaison and/or site visits with consultants / contractors Client review</p>	<p>TBA pending scale of project</p>	<p>\$200 / hour + GST</p>
5 / 6	<p>LANDSCAPE WORKS – PROJECT CO ORDINATION</p> <p>Supervision and co ordination of contractors Periodic site inspections and progress reports Job completion certification</p>	<p>As required and by agreement</p>	<p>\$200 / hour + GST</p>

conservation restoration beautification