



## Mark Stephens Architects

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The idea for this list was initiated from Bob Borson's excellent blog [Life of an Architect](#)

## Fact Sheet:

### *The 10 Rules for Clients*

1. Design is a cyclical process, you (or your architect) may not get it right first time, as they said in Apollo 13, "work the problem".
2. The planners are only doing a job, they are working under local and government guidelines and have the best interests of the general public in mind; it is not a personal attack on you, or your Architect's design. Planners have a hard and thankless job, treat them nicely.
3. Statistically there is a very strong likelihood that your project will falter at some stage and will not get built, this is not due to my design skills (of which I am very confident) but is generally for a whole host of other reasons; because of this I will ask for an upfront retainer and for regular payments along the way.
4. To make the most of my skills you should be completely open and truthful; some of the briefing and design process can include personal questions and the construction process requires absolute truth over what budget is actually available.
5. Designing and building can be very stressful and should not be entered half heartedly or if you are suffering from psychiatric problems.
6. Get a good team of people around you, a structural engineer, QS etc... as well as an architect.
7. During the construction process my job is to ensure that the terms of the contract between you and your builder are adhered to and that your project is constructed in accordance with the drawings and specification; I am therefore an intermediary between you and your builder and although I am paid by you I have to act fairly and impartially between you both.
8. The terms of my appointment are very clear and set out everything I am expected to do within my standard and additional services. I am happy to provide additional services but I will let you know beforehand exactly how much they will cost.