



Consultancy to Full-Service Design

➤ Initial Consultation

- Define needs and wishes of the client
- Examine space(s) for the project
- Discuss project budget and design fee schedule

➤ Programming & Analysis

- Measure areas included in the project
- Analyze functions of space(s)
- Review existing furnishings
- Identify special requests
- Identify style
- Establish project budget

➤ Schematic Conception

- Complete working drawings:
 - Floor plan(s) with any construction
 - Furniture layout plan(s)
 - Elevation drawings, if required
 - Reflected ceiling plans, if needed
- Construction estimation

➤ Designer Concept Plan

- Space plan outlining furniture layout and flow
- Recommendations of appropriate furniture
- Selection of fabric choices (samples)
- Outline of paint and color schemes
- Custom drawings, if necessary
- Wall and flooring materials and finishes
- Select furnishings and window treatments

➤ **Sourcing and Price Quotes**

- Visit vendor and manufacturers for furniture and materials
- Confirm quotes on recommended furniture with the client
- Make any replacement choices with budget consideration
- Obtain estimates and bid documents for items and labor, if required

➤ **Purchasing and Procurement**

- Define purchases required
- Prepare purchase orders for client approval.
- Estimate delivery and freight costs
- Process and order items
- Coordinate deliveries and receiving
- Review received items with the client

➤ **Installation and Project Management**

- Negotiate and review contracts for labor work
- Meeting with all contractors and tradesmen
- Coordinate timeline schedule for project
- Follow up on ordered materials and deliveries
- Schedule walk through with the client

➤ **Accessories**

- Placement of selected existing items in the space
- Set shopping date for new items based on concept plan
- Additional items proposed for optional purchase
- Continual advice on future purchases

define your surroundings

