

# **BRIGHT DESIGN GROUP**

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Consultancy to Full-Service Design

## **Initial Consultation**

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

## **Programming & Analysis**

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

## **Schematic Conception**

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

## **Designer Concept Plan**

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- 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

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## Shopping and Price Quotes

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

## Purchasing and Procurement

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- 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

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- 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

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- Placement of selected existing items in the space
- Set shopping date for new items based on concept plan
- Use additional items in space for optional purchase
- Schedule walk through with the client

define your surroundings

CONCEPT PLANS

FURNITURE

LIGHTING

FLOORING

WINDOW TREATMENTS

PAINT

ARCHITECTURAL DETAILS

REMODELING

DESIGN+BUILD