

# INTERIOR DESIGN CONSULT GUIDE

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# DESIGN CONSULT OVERVIEW

\$100/ hour

The design consult service is perfect for clients who need a laid-out plan to get them started with their project!

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**Step 1:** Contact us to set up a meeting.

**Step 2:** Fill out our client intake form so we can understand what your desires are for your project.

**Step 3:** We meet you to further discuss your thoughts/needs for the space. During this meeting we will also take the required measurements, notes, and photos of the current space.

**Step 4:** We will take the measurements of the space back to our office and work to find the best layout for your space. We require a minimum of two weeks to complete this portion of the process. This allows us to take the time to be creative with the space and let ideas flow naturally.

**Step 5:** We will arrange to meet with you again to review the design so you can fully understand our thoughts and why we made the decisions we made.

**Step 6:** We fully encourage you to take the plan and take a few days to think about it and see how it resonates with you. From here if you have any revisions you would like to make you can contact us via email and we can work through them together.



# Expectations

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## PAYMENTS

We require an initial retainer of \$500 at the beginning of the project that will cover 5 hours of our time. If the project requires more time, you will be billed at the end of the project at our hourly rate of \$100/hour. Payment is due within 14 days via e-transfer or cheque. Non-payment will result in a stoppage of work.

Design Hours are broken down into the following categories:

- Project Meeting/ Measure
- Drafting
- Design Development
- Documentation
- Mileage (Outside of Camrose)

## COMMUNICATION

Clear Communication is extremely important for projects to run smoothly and ensure all team members remain on the same page.

We use EMAIL as our primary mode of communication. This allows us to document all communication and allow us to think effectively and then communicate concisely about design decisions.

We prefer phone calls to be scheduled so we can ensure that we can solely focus on the situation at hand. A simple email asking us to give you a call with a brief topic explanation is perfect! We prefer to use text for immediate issues and onsite "emergencies" only.

If you need to reach us outside of office hours, please email us and we will get back to you as soon as our time permits.