

FULL INTERIOR DESIGN SERVICE GUIDE





FULL DESIGN SERVICE OVERVIEW

\$100/ hour

The full design service is perfect for the clients that want to make sure each little detail within their project is determined and clearly laid out for the contractor to complete.

Step 1: Contact us to set up a meeting.

Step 2: Fill out our client intake form so we 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 any 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 have made the recommendations 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.

Step 7: Once we have the layout of the space firmed up, we will move onto selecting all the finishes for your space. We will then set up another meeting with you at one of our preferred suppliers for flooring, tile & cabinetry. We will then work through selecting the final details such as light fixtures, plumbing fixtures, paint colours, etc.

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Step 8: We will make note all of the selections made and create a spreadsheet of the selected materials, along with their details and their locations within your home.

Step 9: We will then curate a construction package with all the details, dimensions, material spreadsheets drawings and information that a contractor will need to bring the design to life.

Disclaimer: We will not recommend quantities of the finishes. Your installer can make these calculations for you.



Expectations

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
- Material Selection
- 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.