

**INTERIOR
DESIGN
MATERIAL
SELECTION
GUIDE**



\$100/ hour



MATERIAL SELECTION OVERVIEW

The material selection is perfect for clients who need help putting together a cohesive finish package for their space. This can be adapted to include plumbing fixtures, light fixtures, etc. if needed as well.

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 any required measurements, notes, and photos of the current space.

Step 4: We will arrange another meeting with you at one of the appropriate finish stores we collaborate with. We will work together to create a vision for your space.

Step 5: We will make note all of the selections made and send you a spreadsheet of the selected materials, along with their details and their locations within your home. We can provide recommendations for excellent contractors to complete the work for you if you need as well.

Disclaimer: We will not recommend quantities of the finishes after these meetings. Your installer can make that calculation 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
- 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.