



# DESIGN PROCESS STEPS



DISCOVERY

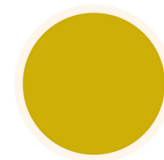
DESIGN

DRAFT

PURCHASE

ADMINISTER

INSTALL



# the DESIGN PROCESS

## DISCOVERY PHASE



Initial Consultation

This is where we take the time to understand you, your style, and the vision you have for your project.

Design Service  
Proposal

After our initial meeting, our team collects all the necessary details to provide a flat fee quote. See a sample proposal in the next section

Contract Execution

Once the final proposal details are confirmed, contract execution is required to move forward into the design phase. (See sample contract included for your reference.)

Measurements

If needed, our team will follow up to obtain precise measurements of the space for future planning and design requirements.



# the DESIGN PROCESS

## DESIGN PHASE

### Quoting

Our team reviews all the necessary details to draft quotes based on your budget and begins establishing timelines for your project.

### Client Shared Files

We create a shared drive where you can upload your inspiration images, view all selections, and monitor every detail of your project.

### Design Boards

Design boards and floor plans are presented to the client, with two rounds of revisions included to ensure the final design aligns with your vision.

### Samples

Our team handles all the legwork, gathering the necessary samples for client approval to ensure every detail meets your expectations.



# the DESIGN PROCESS

## DRAFT PHASE



### Renderings

We provide photorealistic renderings that give you a vivid preview of how your space will look once our design is brought to life. The rooms eligible for rendering services are defined during the project quoting process.

### Design Presentation

A meeting with the client is scheduled to present design boards, floor plans, and discuss the suggested path forward.

### Revisions

Design boards and floor plans are presented to the client, with two rounds of revisions included to ensure the final design aligns with your vision.



# the DESIGN PROCESS

## PURCHASE PHASE



### Proposals & Invoicing

We will provide detailed proposals for goods for your review and approval. Once you have approved the selections, we will issue an invoice. Please note that full payment for goods is required before we proceed with placing any orders to ensure a smooth and timely process.

### Ordering

Let the fun begin! With the approved selections from the final design proposals, we'll kick off the ordering process for your project.

### Logistics

Our team will manage the receipt of your orders at the job site and coordinate the installation schedule, ensuring a seamless and efficient process.



# the DESIGN PROCESS

## ADMINISTER PHASE

### Contractor Meetings

If preferred, we will take on the role of primary contact with your project contractors, maintaining frequent check-ins to ensure everything runs smoothly. Please note that we are not licensed contractors. While we will serve as a liaison with your contractor to help ensure the design vision is carried out, the contractor remains solely responsible for construction, permitting, and compliance with building codes and regulations.

### Printed Contractor Guide

A detailed and comprehensive booklet is carefully prepared and provided to the contract staff to ensure complete alignment among all parties involved before any work begins. This document serves as a critical reference, outlining every aspect of the project to minimize the risk of miscommunication, clarify expectations, and ensure a seamless and efficient execution of the design plan.



# the DESIGN PROCESS

## INSTALL PHASE (FINISH LINE)

### Final Styling

Onsite oversight of final styling to ensure every detail is perfectly executed. Our favorite day!

### Punch List

Document any outstanding items that require attention or resolution, and ensure thorough follow-up to address each one in a timely manner.

### Project Satisfaction

Perform a final project evaluation to gauge client satisfaction, confirming that all project goals have been achieved and addressing any remaining concerns.

