

# *The Design Process*

## *Step #1 The Initial Meeting*

*The single most important step to good interior design is communicating with our clients. We want to know your taste and lifestyle and we begin by listening to you.*

## *Step #2 The Contract*

*Just as it is important to listening and getting to know our clients, it is equally important to outline for them the scope of work expected and the fees associated with the work. We are committed to being up front regarding any fees associated with your project.*

## *Step #3 The Selection Process*

*After the scope of the work and contractual agreements are signed, we immediately begin reviewing plans, deciding on furniture placement and space planning, and assisting the client in making selections whether the project is new construction or a remodel. Color selections, kitchen and bath cabinetry, plumbing fixtures, lighting, flooring, electrical switches and outlets, tile, appliances, fireplace surrounds, millwork and door hardware, furniture, rugs, art, mirrors, accessories, bedding, window treatments and blinds, whatever you can imagine you may need for your design project, we are ready to help you with the selection process. We offer one of the largest interior design libraries in the Carolinas offering direct from the manufacturer pricing with many vendors making one stop for most selections a real possibility.*

## *Step #4 Procurement*

*After selections have been made, we will prepare estimates or specifications for the appropriate vendors. Orders will not be submitted to vendors or specifications given to installers without our client's approval and deposits as appropriate.*

## *Step #5 Project Meetings*

*We are available to meet with architects, builders, trades people, carpenters, artists, or installers as needed.*

## *Step #6 Delivery*

*Furnishings ordered through our office will be delivered to your residence or project unless other arrangements are made. The furniture can be held at our vendors warehouse while the project is completed and then delivered when your project is ready.*

*Step # 7 Happy Clients Our #1 goal is to create Happy Clients. We understand our business is predominately client referrals and if our clients are happy, they tell others about us and that makes us Very Happy!*

## Design Process

The phases of the Design Process are as follows:

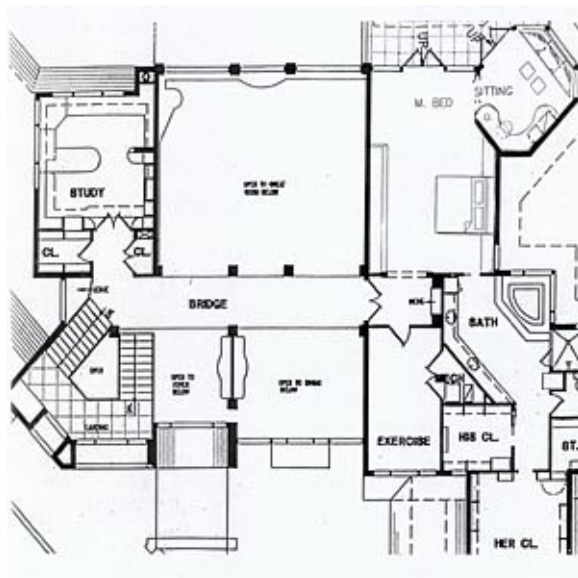
### A. Programming and Schematic Design

- Meet with the client to determine all requirements of project.
- Determine what is being retained from existing residence or commercial space.
- Develop basic concepts and schemes for project.
- Prepare preliminary plans (schematic, finishes and furnishings).
- Review with client.



### B. Design Development

- Finalize space plans.
- Finalize selections of all materials for finishes.
- Finalize lighting and electrical plans (as required).
- Prepare a budget.
- Present plans, specifications and budget for approval.



### C. Contract Documents

- After final approval of all plans, prepare appropriate working drawings.
- Consult with any other necessary professionals as required by law for structural specifications if construction is necessary.
- Prepare bid specifications for furnishing and built-ins.

### D. Contract Administration

- Obtain competitive bids.
- Review all contracts submitted by subcontractors and/or suppliers.
- Arrange for timely commencement of work.
- Schedule work sequence to enable a timely completion of project.
- Make periodic visits to the job site.
- Supervision of installations.

### Design Process Flexibility

As each project has its own personality, so will the design process. Our steps may be modified to meet the unique design goals of each of our clients.