



INTERIOR DESIGN SCOPE OF SERVICES:

The following brief overview of services is provided, as needed, per your contract.

SCHEMATIC DESIGN PHASE

- » Measure and photograph existing home interior, including windows and casements, stair hall, cabinets, fixtures, furnishings, and equipment to create 2D and 3D documentation.
- » Obtain true-scale drawings of existing home, if available.
- » Create drawings of existing home suited to AutoCAD format.
- » Develop list of needs and lifestyle issues to review with Client during each portion of the project.
- » Analyze needs and set priorities with Client.
- » Create schematic floor plan options (generic floor plan layouts for space analysis and traffic flow) for the identified phase of the project.
- » Research items, specifications, resources, workrooms, and labor contractor requirements to develop design concepts.
- » Draft floor plan options for review.
- » Meet with Client to review design concepts and floor plans.
- » Revise floor plan options.
- » Design and develop Schematic Design Phase of drawings, including floor plans and elevations.
- » Meet with Client to review Schematic Design drawings.
- » Revise Schematic Design drawings.
- » Meet with client to review and approve revised Schematic Design drawings.

DESIGN DEVELOPMENT PHASE

- » Create elevation drawings for cabinet layouts, built-ins, windows and doors, and interior walls.
- » Coordinate with trades people and consultants to develop plan details and special requirements for workroom and labor contractors.
- » Research and develop all documents, materials, and product cut sheets for Client review.
- » Develop working drawings, reflected ceiling plans, product detailing and specifications for associated vendors, workrooms and consultants.
- » Meet with trades people, workrooms and other consultants.
- » Research and develop preliminary selections of Furnishings, Fixtures & Equipment (FF&E), materials, colors and preliminary product and labor costs.
- » Prepare presentation of FF&E, materials, samples, color pallet, 3D drawings, and preliminary budget for Client meeting.
- » Meet with Client to review Design Development drawings, basic costs, colors, textures, scale and lighting choices.
- » Revise Design Development drawings, FF&E, materials and color pallet.
- » Research new or revised designs, FF&E, materials, colors, textures, scale and costs.
- » Meet with Client to review revised Design Development drawings, color pallet, material selections and costs.
- » Assist Client in refining project budget and priorities as needed.
- » Create necessary drawings, documents and product specifications to show design intent, materials, and basic assemblies and aid vendors, workrooms and labor contractors in providing quotes.
- » Review revised budget with Client.
- » Finalize all Client revisions, additions, subtractions and supporting documents.
- » Resubmit to Client for approval.



CONTRACT ADMINISTRATION AND PROJECT MANAGEMENT PHASE

- » Prepare purchase order documents, shop drawings, specifications, and freight crating and delivery requirements for vendors, workrooms, and labor contractors.
- » Meet with Client to obtain signatures on all purchase orders and required deposits.
- » Finalize purchase orders with vendors, workrooms, and labor contractors and authorize payments
- » Project manage purchases by tracking orders and payments as well as arranging for freight crating and delivery to receiving house.
- » Arrange for inspection and storage of products.
- » Manage, track and inspect products at receiving house. Track damages, freight claims and payment adjustments.
- » Reorder damaged or incorrect products.
- » Arrange product deliveries and installation of furnishings, fixtures, equipment, materials, art, accessories and soft goods with associated receiving house, vendors, workrooms and labor contractors.
- » Research and find final art and accessories.
- » Install, set-up and accessorize home furnishings products.
- » On-going or additional Project Management Services to include job site supervision, meetings, installer oversight, and procurement of additional products and projects as required.

JOB COMPLETION PHASE

- » At job completion, assist Client with completing a punch list of items needing attention by vendors, workrooms and trades people.
- » Obtain verification from vendors, workrooms and trades people of final payments and of lien releases and any product warranties.