

My 15 Steps from Before to After

- 1 Discussion and Assessment.** I invite you to tell me what you want. I ask a series of questions and listen carefully to understand your style, objectives and budget.
- 2 Engagement of Services.** A written agreement is completed and with your permission I place a small sign on your lawn. I further access the space and take inventory of items to stay.
- 3 Design Floor Plan.** I design a floor plan for you. The design provides for your objectives, traffic flow and focal points in your room.
- 4 Review of Plan.** Together we review what the space will look like and how it will function once completed.
- 5 Walk-Through and Approval.** We walk through the space and discuss it. On your approval, I develop the conceptual plans, including sketches to illustrate design concepts.
- 6 Material and Finishes.** I select the materials and finishes that best represent your preferred look.
- 7 Furniture, Fixtures and Millwork Selection.** I select these to maintain the design direction in the space and present them to you for your approval.
- 8 Instruction to Trades.** I provide detail drawings to the trades to facilitate pricing, construction, installation and electrical requirements.
- 9 Compliance and Review.** I review the construction documents, including plans, elevations, details and specifications, to ensure compliance with the design direction.
- 10 Project Management.** I manage schedules for the work to complete the project and interface with other professionals for you including architects, engineers and trades.
- 11 Review of Bids.** I help you review bids and negotiate pricing to ensure adhesion to budget and design.
- 12 Purchase Furniture and Fixtures.** I co-ordinate the purchase of the selected furniture, lighting and fixtures.
- 13 Site Supervision.** I supervise installation of the furniture, lighting and fixtures.
- 14 Final Dressing.** I complete the project with a final dressing of the space. This includes final touches such as wall décor, placement of pictures and use of accessories.
- 15 Client Satisfaction Survey.** My goal is to exceed your expectations. Please complete my brief survey. I welcome and value your comments.