

# First Meet

Development & 3D Modeling on Creation of Spaces

## Requirements & Concepts

Designer: Katie LaPlante  
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<https://LaPlanteApothecary.com>



All paid for business performed by LaPlante Apothecary Art Foundation Inc. are to the benefit and fundraising efforts of its charitable work within the community.

**Client:** [Name, Company, Title]

**Phone:**

**Email:**

**Project Type:**

**Contractor / Vendor:** [Name, Company, Title]

**Phone:**

**Email:**

**Project Location:**

### Offered Services:

#### Reference Bar:

"#" indicates the inclusion of (two) in person meetings.  
"##" indicates the inclusion of (four) in person meetings.  
"###" indicates the inclusion of up to (six) in person meetings.

"^" indicates the inclusion of a single job site visit before the contractors begin, to review the plans with contractor on site.

"^^" indicates the inclusion of as many needed job site visits until job is completed to customer satisfaction.

"+" indicates that pricing varies if:

-client requires research done on products, sizes, equipment, etc. (designer will never charge for research not first approved by client in writing)

-client requests large alterations to the project after already being approved

-Project evolves to a more in-depth planning than originally hired for (ONLY at the agreement of both client & designer)

**\$150+# Foundational Layout Plan** General Mapping: Basic Floor Plans & Basic Blueprints (general view of space)

**\$100/hr Post-Completion Revision Service** Alterations to existing designs after a job is completed (created by Katie LaPlante)

**\$300+# Enhanced 3D Conceptualization** 3D Moderate Floor Plans & Blueprints, including conceptual large equipment placement + theory development).

**\$500+## Integrated Systems Design Suite** 3D Moderate Floor Plans & in depth Blueprints (electric outlets, HVAC units, plumbing indicators, etc.), including conceptual large equipment placement + in depth theory development). Communications with contractor for collaboration on regulatory requirements / standards.

**\$900+## Thematic Atmosphere Blueprint** 3D Involved Floor Plans & in depth Blue Prints (electric outlets, HVAC units, plumbing indicators, etc.) + Conceptual Themed Design (color, atmosphere, esthetic). Communications with contractor for collaboration on regulatory requirements / standards.

**\$1,200+##^ Virtual Design Guardian VIRTUAL:** We actively involve you in key decisions, including décor selection, color schemes, and creative suggestions. Our commitment extends from initial blueprints to the project's final flourish. All 3D models and blueprints are meticulously stored in our system for up to one year. Your vision remains accessible, ensuring seamless project management.

Need even longer access? For an additional \$100 per year:

- Enjoy 1-5 minor alterations (think paint colors or furniture adjustments).
- Swift, same-day complementary tweaks to the 3D space.

**\$2,800+^^ Design Concierge Elite HANDS-ON:** We work closely with you throughout the entire process, ensuring your vision is captured in every detail. From selecting décor to advising on color schemes, our expertise enhances your project. Our 3D models and blueprints provide a tangible representation of your design. We meticulously store these designs in our system for up to one year. Need longer-term access? For an additional fee of \$100 per year: We accommodate 1-5 minor alterations (e.g., adjusting paint colors, adding/removing small furniture or features). Complementary adjustments to the 3D space are swiftly executed, often within the same day.

### **\$1000+^^ Decor Concierge Staging**

- Full staging customized for any space, ensuring the desired ambiance.
- Budget Requirement: A budget is necessary for this stage. Our decorator will adhere to it and won't exceed it without customer approval.
- Delivery and Setup: The decorator handles 90% of delivery and setup. For larger furniture pieces, contractor assistance may be needed (additional fee, approved by the customer).
- Project Completion: Once the project satisfies the customer, we'll do a walkthrough. Reimbursement for the remaining budget is then requested, and the decor becomes the customer's own.

### **\$2,750+^^ (+ refundable deposit) Flipping Décor Concierge**

- Designed for property sale staging.
- Style Discussion: Customers can specify their preferred style or leave it to the decorator.
- Services Provided: Delivery, setup, and removal of all utilized items.
- Inventory Sheet: An inventory sheet ensures we note item conditions during the walkthrough.
- Payment: Customers pay the decorator's fee at this stage.
- Customer Responsibility: Once items are on the property, care becomes the customer's responsibility.
- Post-Removal Review: After pickup, we'll review items to ensure no damage or replacements are needed.

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## *How Payments Work*

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- **Payment Methods:**

- All deposits and payments should be made by check to **LaPlante Apothecarial Art Foundation Inc.**
- For cash payments, **L.A.A.F.** will provide a detailed receipt upon delivery.
- If other forms of payment are necessary (such as Credit Card or Venmo), please note that there will be an additional 4%-5% convenience fee.

- **Initial Meet and Greet:**

Our initial meet and greet is 100% complimentary. It's essential to ensure that our designer/decorator and the customer are a great fit and can communicate effectively about the overall vision. We believe in not binding anyone to a visionary who doesn't match their style. This protects our customers from unnecessary financial loss or being stuck with a designer who can't grasp their desired end-result requests.

- **Deposit Upon Hiring:**

When you hire us, we require a deposit of \$500-\$1000. Don't worry; this deposit is either refundable or deductible from any remaining balances owed after the project is completed and both parties are satisfied. The deposit covers the time and effort invested in planning and coordination before we make headway on the project. Plus, it safeguards our designer/decorator from losing time if the customer changes their mind and goes a different direction.

- **Completion of Project:**

Once the project is completed the remainder of the balance owed becomes due at the time of walk through or final review of project. Once everything is agreed to have been provided on the part of the designer / decorator full payment (if applicable, minus the deposit) is required to be ready. As well, in the case that the project was paid in full, at the time of completion and review, the designer / decorator will promptly provide the refunded deposit to the customer. Receipts will be provided.

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### Designer Notes to customers on concept research before meeting:

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#### **Open to Imagination:**

- If you'd like our designer or decorator to unleash their creative magic, focus on what you **absolutely do not want** for the project. These boundaries help guide their imaginative process.

#### **Bring Your Vision:**

- If you already have an idea or a vision, consider creating a "vision board." Collect a few screenshots from online sources or Pinterest boards that capture the essence of your desired concept. This visual starting point will greatly enhance our understanding of your project.

#### **Budget Awareness:**

- Before our meeting, it's helpful to have a budget in mind. Knowing your financial parameters allows us to tailor our recommendations effectively.

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### Customer Notes Before Meeting:

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### Contractor Notes Before Meeting:

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# Offered Services:

	<u>Basic Questions</u>	<u>In Depth Follow-ups (If applicable)</u>
<b>Which Package</b>	From the packages above, please indicate which would best fit the requirements of customers' needs	What is most important to get out of these services? Is there anything not listed in the packages that you want to know more about?
<b>Vision &amp; Goals</b>	What are the goals with hiring for these services? What is the overarching vision for the space? What are the key goals that are aimed for within the space?	(if app) Theme:  (if app.) Color Scheme:  (if app.) Atmosphere:
<b>Efficient Area Mapping</b>	List all the areas desired (example: utility room (cleaning products/tools), tire flipping, juice bar, tanning booths, employee break areas, additional bathrooms, kids areas, etc.) areas wanted?  Are there set areas that need to be confined to specific relativity to each other?	Are there minimum specs desired for each of the side listed areas/spaces?  What key elements / features are required or desired for the specific areas which are not already in existence (rain shower head, stand up shower, vaulted ceilings, larger door openings, additional windows, etc.)
<b>Who/What is the space for</b>	Who is the space visioned to attract? Specific age groups, families, kids, special needs requirements, elderly, group of women, group of men, animal friendly, single women, single men, etc.:	
<b>Functional Requirements</b>	What are the additional facilities not currently present in the space that you want to be included in the project? (office, bathroom, play area, arts and craft rooms, movie room, animal bath, laundry room, class rooms, etc.)	Specs & Quantities of each. Indicate minimum spacing requirements in feet:
<b>Level of Involvement</b>	How involved would you like to be in the design process, and how much creative freedom is the designer granted?	

<b>Budget &amp; Timeline</b>	<p>What is the budget for this project, and is there a fixed timeline we need to adhere to?</p> <p>What are the most crucial design element areas to not spare any expense on, what are the least important areas, which can be dialed back or cut if there are unforeseen expenses?</p>	<p>What is most imperative to the budget as far as design wise? What areas of development are most primary with no room for dialing back on?</p>
<b>Feedback Process</b>	<p>What is the preferred method and frequency of communication for feedback, updates or questions (or would you prefer to leave the majority of decision making up to the designer / decorator)? How often would you like updates on progress (<i>daily, every other day, twice a week, once a week, or when preparation of planning has completed</i>)</p>	<p>If the designer thinks something may look or fit great, but extend outside of the budget, is there room for these suggestions to be made, or would you prefer the designer to stick to the basis of the budget?</p>
<b>Success Metrics</b>	<p>How will you measure the success of the design? Are there specific outcomes you're expecting? Please indicate what would satisfy you most during this project preparation?</p>	