AMS Interiors, L.L.C.
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NEW CLIENT worksheet

I am pleased to provide you with professional Interior Design services that add value to your home and creativity to your lifestyle. Whether working with homeowners or businesses, my goal is to save you time and money by providing clear direction, thoughtful resources, creative solutions, and hands-on support throughout your project.

My experience and design expertise help bring clarity to the many decisions involved in a project—from initial ideas and selections to planning, coordination, and execution. The following steps are designed to provide an organized and efficient process, allowing me to deliver personalized design guidance and detailed insight while keeping your project moving forward.

1) VISIT website to learn about the scope of services offered.
2) PROVIDE me the floor/site plans if possible.
3) CREATE and connect me to your idea/mood/inspiration "boards" on Pinterest, Houzz, or share photos.
4) DECIDE on the initial scope of services needed.
5) SCHEDULE AN APPOINTMENT to convey your wishes, ideas, and preferences along with your desired project scope, budget, and timeline. Plan for a minimum 2-hour initial consultation appointment.
6) COMMUNICATE
    a. TEXT to coordinate or update meeting dates/times.
    b. EMAIL to communicate your idea photos, technical information, mood boards, floor plans, or any other project related information.
    c. CALL anytime. I always welcome phone calls, as this is a great way to convey your initial hopes and plans. An email will follow to confirm our conversation.
7) BILLING
    a. INITIAL appointment and "SMALL" projects; payment is due at time of service and receipts are sent after each payment or monthly.
    b. "LARGE" projects are billed every 2 weeks and payments are due upon receipt.

"We cannot tell you enough how much we appreciate the value you brought to the project. The input you provided made it a better, more unique home." Glen and Lois C.

"Arlene Samuelson was an absolute pleasure to work with. She has a keen aesthetic sense and creativity that always respected and enhanced our preferences. She has a good sense of people and relates well to all different types of personalities especially while working closely with many different trades." Carol M.

"Arlene, I thank you for all the help and talent you have given me over the past several months. Don't know what I would have done without you." E. Wilson