



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

I am pleased to provide you with professional Interior Design services, adding value to your home and unique lifestyle. Homeowners and businesses alike save time and money on their projects when I am able to provide clear and tangible support in project direction and execution. Consultations, resources, creativity, and detailed interior design insight is delivered efficiently when the following steps are followed.

- 1) VISIT my website to learn about my scope of services. www.amsinteriors.net
- 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 appointments are due at time of service
 - b. PROJECTS are billed every 2-4 weeks
 - c. PAYMENTS ARE DUE 14 days from the invoice date

“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