



*From concept design to complete install, we offer customized services to create successful collaborations that will enhance the functional quality of your home and exemplify your personal taste without breaking your budget. Below are general guidelines for our design service.*

### **The Details**

We are committed to creating and enhancing your personal environment and understand that undertaking a project like this can be overwhelming. In order to make the best use of our time, we prefer that you schedule an appointment.

Our design process includes three phases: In-Home, In-Office, and Design Time.

- In-Home Visit consists of the following: travel time round trip (additional trip charge fees apply to projects outside of a thirty-mile radius); measure of space; consultation of project objectives and prioritization of specific concerns; photographs (with permission); and samples (if applicable).
- In-Office work consists of the following: space/floor plans; paint and raw material recommendations; and selections to include paint/stain color, countertop, lighting, hardware, wall paint color.
- Design Time consists of the following: Up to 1 hour of design presentation time is included in package purchase. Revisions and additional project assistance are subject to additional time.

We will keep a record of hours spent through the design process and will update you on the status of remaining hours or if more hours are needed to complete the project. Please keep in mind that design hours are not refundable.

### **Design Package Billable Time**

- House call travel time (round trip)
- Time spent at home (consultation, measuring, photos, etc.)
- Space planning
- Selection of color, material, furniture, lighting, fixtures, window treatments, artwork, accessories
- Time spent traveling to other stores (raw materials and shopping assistance)
- Time spent selecting raw materials and shopping
- Any additional time spent in home – including delivery and placement call plus travel time
- Time spent gathering lists for recommended suppliers and contractors

### **Design Package Non-Billable Time**

- Initial presentation/ buying appointment up to 2 hours
- General correspondence and follow-up via email or phone up to 1 hour (time is billable beyond first hour).

### **Pricing**

- Package 1: Total hours includes 2 hours\* - \$150.00
- Package 2: Total hours includes 4 hours\* - \$272.00
- Package 3: Total hours includes 6 hours\* - \$360.00
- Each additional hour after 6 hours will be billed at \$55.00 per hour\*

\*Includes travel time

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Package #

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Customer Signature

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Date