

# GET TO KNOW OUR PROCESS



## STEP 3 - CONTRACT SIGNING & PAYMENT COLLECTION

Once Design Options are selected, the contract is typically sent within 2-5 days. Contract presented to agree to terms, Scope of Work, Design Fees, and Materials Budget. Payment terms will be listed in contract, standard process requires 50% of design fees to be added to our schedule, with 100% of materials & design fees cleared before design or materials procurement begin.

\*Design Fees less than \$5000 require 100% to Book. Design Fees greater than \$50,000 broken into 3 payments, with 34% down.



## STEP 1- DISCOVERY CALL

Typically 15-30 mins

This is a quick scheduled call to determine if Sage & Symmetry is a good fit for your project.

## STEP 2- INITIAL MEETING/ SITE VISIT/ CONSULTATION- \$350 (FOR LOCAL RESIDENCES)

Typically 2 hours in length, preferably within 1 month of discovery call.

Sage & Symmetry visits your site, walks the project & takes photos and measurements, to get a full understanding of the property and goals. This step can be achieved via FaceTime/ Zoom where all measurements are provided by client. (For new builds, this meeting may be on site or at one of our local partner design centers.)

## STEP 3- THE DESIGN QUOTE

Typically a 30 minute Call, presented 1-2 weeks after site visit, depending on scale & availability. Your designer will give you an expected quote date after the site visit, and will schedule a call to go over the quote with you.

Your design quote is custom based on the scope of work established in steps 1 and 2. In most projects, your design needs are clear, so you will be presented with a flat design fee rate that will be the best rate to meet your goals. In other instances, where there are multiple facets to the project, you may be presented with several options to choose from, so that you can choose the level of service you will need, with options such as Sourcing, Procuring, 3d Renderings, Bidding, Project Management, Contractor Referral, Custom Furnishings, Staging, etc, when applicable to your project. These options may also be broken down by room.

## STEP 4- THE MATERIALS BUDGET (WHEN APPLICABLE)

Typically a 1 hour call. Your designer will give you an expected budget date after the design service selection has been agreed upon, and will schedule a call to go over the budget with you. (Not applicable on all projects, including render only &/or e-design. Can be added or purchased individually.) This budget will be being built in the background while completing the next 2 stops, when applicable.

You will be presented with a custom materials budget which will be breakdown all of the items needed to pull your project together, such as Furnitures, Fixtures, and Equipment. This budget will be divided down by room. If you have a goal budget in mind, the breakdown will be based on that number. If you do not have a goal budget, we may present you with a high end price range, a low end price range, and a price point that we think would be reasonable & comfortable. We will present the budget to you and will rework it 1 additional time in the case that there are items that you would like added, removed, or price points that you would like edited. \*This budget is for FF&E materials only, and does not include construction costs. Materials do not include design fees.



## STEP 5- DESIGN QUESTIONNAIRE

Sent once contract is signed & payment clears. Clients typically return this within 14 days.

This questionnaire is our way to get to know you, how you will use the spaces, the things that make a house a home for you, the nuances that make you, you, that will help us to Make Your Home, Your Bliss!

## STEP 6- CUSTOM DESIGN PROFILE QUIZ

Sent typically via text, to all parties that are involved in the design aesthetic. This timeline is very dependent on client & designer availability & response.

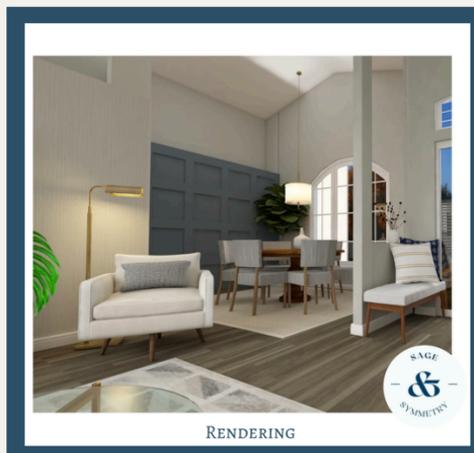
You are sent a photo of a room related to an area we are designing in your home, and asked to answer 5 questions. For each space in your home, there will be a series of 10-15 photo requiring your opinion. These are sent one at a time, and are hand selected by your designer to gauge your reaction and learn your design aesthetic. A final questionnaire containing all photos will be presented after in order to access your thoughts on all of the minor details in each photo.

## STEP 7- DESIGNING BEGINS!

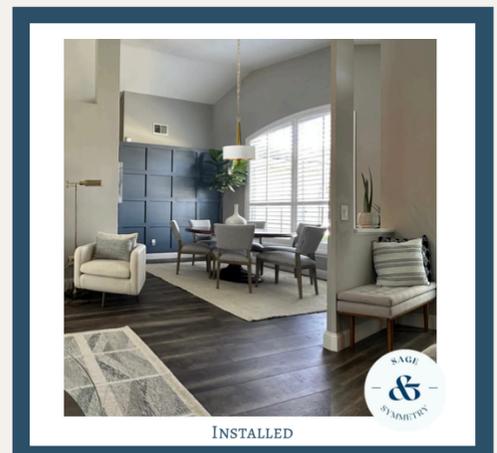
The design process is different for every project, and it's timeline is heavily dependent on clients preferred level of involvement, the scale of your project, the moving pieces, and designers availability. Some things you might expect along the way:

- A Design Profile, showing a wrap up of what we covered in steps 5&6.
- If you have opted for 3D renderings, you will be sent a first look walkthrough, which is the basic footprint of your space. This typically takes 2-6 weeks to create, depending on the size and detail of your spaces. This will be the virtual blank space version of your project, where we can then play with our options, such as layouts, tiles, furnishings, etc. \*Any remaining balances for design fees or materials will be due at this time.
- You may receive samples of materials such as paint swatches, stain colors, wallpaper, fabric, tile, LVP, metal finishes, hardware, or be sent photos of furnishings or materials for your evaluation & feedback.
- You may be sent 2d or 3d layout options of your space to evaluate layout possibilities.
- A presentation of our vision for your space. If 3d renderings were elected a virtual walkthrough will be used for visuals, along with samples and photos of the general style of materials that can work to bring the vision to life in each room.
- For kitchens and bathrooms, still renderings will be presented with up to 5 combinations of materials selections.

\*Now that we have an idea of what will be needed and our design direction, this is an ideal point to take bids from contractors, tradesmen, and installers, to select who we will be using, and to get them signed & scheduled.



RENDERING



INSTALLED

## STEP 8- SOURCING & PROCUREMENT (WHEN APPLICABLE)

Sourcing is finding the best item to fit along with the design vision, within the budget, within the color scheme, within the time line, and within the size scale, to bring the vision to life. If you choose to be involved, during the process of sourcing you may be presented with multiple options to choose from. These options will not have price tags or brand names included, as they will already be vetted to meet the budget, so you can quickly select which you prefer the look of. In the case that you are undecided, we can select for you. Procurement is the acquisition of the items. We use a combination of delivery to customer, to contractor, to a local receiver, procuring within our current inventory, and delivery to Sage & Symmetry.



## STEP 9- INSTALL!

The installation process will depend on the project, a renovation or new build project will be a much longer process than install of decor only. Our clients often plan vacations around the install period, as we may very likely be taking over the home for the scheduled install dates. We will take photos during this time.

## STEP 10- REVEAL DAY!!

THIS IS OUR FAVORITE DAY! WELCOME TO YOUR GORGEOUS HOME!

WE CAN'T WAIT TO MAKE YOUR HOME, YOUR BLISS!