

# Nicola @ Sage Architecture

Technical expertise, Tailored support



# Introduction

As an architect or interior designer, your time is your most valuable asset.

Every moment spent on administrative tasks and technical research is a moment taken away from what you do best: creating stunning spaces and bringing visions to life.

I share your passion for design, innovation, and the relentless pursuit of excellence. I understand the challenges you face – the tight deadlines, the ever-evolving legislation and construction materials, and the need to strike a balance between creativity and efficiency.

What if I told you that there is a way to allow you to focus more on what you love and less on what bogs you down?





## Services I am offering

That's where I come in, with my technical expertise and tailored support. Please think of me as your architectural help desk and concierge. Imagine having a dedicated partner just a phone call or an email away. Just one flexible point of contact.

A dedicated partner to handle everything from sourcing materials and obtaining quotes to answering technical queries and providing technical details. All for a small retainer or hourly rate. My business model means I'm ready to get on with the job whenever you are.

As a dedicated partner your phone call or email will be answered with an acknowledgement within 1 working day. I will schedule a phone call to agree the task brief with you and set a deadline. I will then keep you informed of progress as my task proceeds. Leaving you to get on with what you do best.



## For technical support you need experience

I understand that trusting someone to provide technical support to aid your workflow is a significant leap of faith. My commitment to you is built on transparency and collaboration. I am not here to sell you a one-size-fits-all solution; I am here to listen, learn about your unique challenges, and create a technical support service tailored to your needs.

I want to share my professional experience with you. When I was an office junior in a medium-sized architectural practice in the mid-1980s, an older technical draftsman was sitting alone at a drawing board, working away.

Over many months, I saw other members of staff coming to him to seek knowledge. I soon came to understand that the experience he had gained was invaluable to the practice.



## For technical support you need experience

Until recently, I have been a Chartered Architectural Technologist (MCAT), becoming a full member and Chartered in 1997. To further cut overheads, I have resigned my membership as I no longer have anything to prove. Just like that older draftsman.

Over the past two decades, I have had the privilege of working alongside talented architects and interior designers like you. My roles have been varied, but the underlying thread has always been technical support and collaboration.

With my personalised approach, experience and attention to detail, I ensure that every task is carried out meticulously. This means you can reclaim your time, reduce stress, and have the freedom to unleash your creativity—more time for design innovation, more opportunities to connect with clients, and more room for growth.





## What you get for your money

### Bronze Service

**Retainer** £400 for 10 hours per calendar month

Obtaining quotes for products/services

Collating information for planning and building regulations applications

Uploading information to the planning portal under your login

Answering and coordinating responses to Building Control Bodies

Marking up others' technical drawings to ensure Building Regulations compliance

Providing construction build-up specifications and U-values

Answering technical questions as they arise. If I don't know the answer, I will research it

Reading reports from other consultants and providing a précis with action points

Monitoring planning applications online and providing an update where needed



## What you get for your money

### **Silver Service**

**Retainer £750 for 21 hours per calendar month**

All services in the Bronze package PLUS

Answering and coordinating site queries

Researching materials/suppliers for a particular product and providing a shortlist

Obtaining materials samples and collating them

Coordinating drawings and reports from other companies with your company's output. Highlighting any discrepancies and providing action points

Providing a complete set of tailored Building Regulations Notes for submission to the Building Control Body



## What you get for your money

### Gold Service

**Retainer £1050 for 30 hours per calendar month**

All services in the Bronze and Silver packages PLUS

Collaborating to solve tricky details (non-HRBS)

Providing a complete set of tailored Building Regulations drawings with Building Regulations notes for submission to Building Control Bodies using your titleblocks (Autocad and Revit)

Writing technical specifications/schedules of work

Checking contractors' tenders and obtaining missing information. Providing a spreadsheet for comparison





## Brief terms and conditions

### Brief Terms and Conditions

- All hours will be logged on your monthly timesheet, including project details and the work carried out. Each task will be charged in ½ hour increments. Phone calls and meetings that form part of the brief will not be charged. Any subsequent meetings or phone calls will be charged at my discretion.
- All timesheets and invoices will be sent out on the 14<sup>th</sup> of each month, becoming due on the 28<sup>th</sup> of each month. Payment is to be by electronic transfer to my account.
- My hourly rate is £45 per hour for work not part of the retainer fee hours. Larger tasks can be quoted for.
- Each retainer shall be on a rolling contract with a minimum of one month's notice on either side, with a three-month initial service period.
- All services are tailored to your specifications, and the level of service and tasks assigned can be adjusted at any time, subject to a written agreement.
- I hold adequate professional indemnity (PI) insurance to cover the services I intend to provide.

### Service Exclusions

- Principal designer role
- Site supervision
- High Risk Buildings
- Large scale commercial buildings
- Accounting software and data entry



## Thankyou for reading

### Ready to elevate your design business?

Don't wait—let's get started! Contact me today at [nwest@sagearchitecture.co.uk](mailto:nwest@sagearchitecture.co.uk) or 07535 695262 to schedule a complimentary, no-obligation consultation.

Discover how I can empower you to achieve your goals and elevate your design practice to new heights.

Don't let administrative burdens or technical research hold you back.

Nicola West BSC(Hons)  
Founder and Architectural Technologist/Technician  
Sage Architecture

