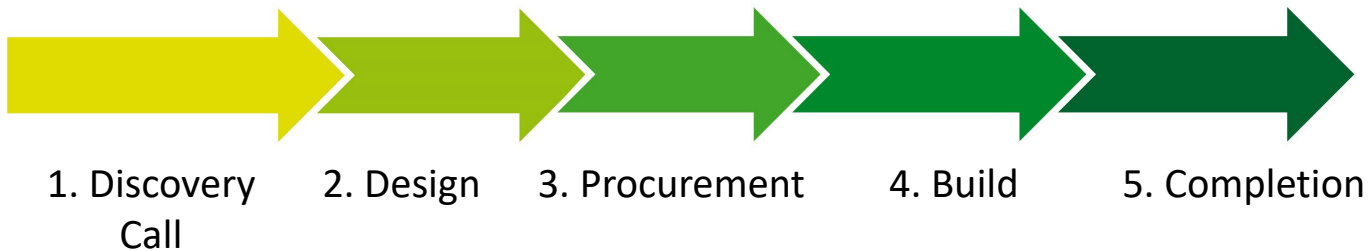


Green House Designs Process Overview

Full-Service Kitchen & Bath Design



Fee Schedule

Design

\$175/hr (Principal)

\$150/hr (Designer)

Procurement & Expediting : \$125/hr
(billed bimonthly)

Fees do not include finished materials



Full-Service Kitchen & Bath Design

STEP 1 Discovery Phase: (Design)

- 1. Discovery Call:** Once you complete the Questionnaire on our website, you can then book a Discovery Call. You and our Principal Designer Kristen will meet by video chat to discuss the project, get to know each other, and assess mutual fit.
- 2. Deposit:** To move forward, Green House Designs (GHD) will collect a deposit, and you will schedule a time via Calendly to meet at your home with Kristen for the initial consultation.
- 3. Initial Consultation:** The GHD team will visit your home to measure the space and assess your needs. During this meeting, we will discuss your budget, functional requirements, and style preferences. After this meeting we will email you an estimate of design hours based on our conversation and the scope of your project.

STEP 2 Design Plan Phase (Design)

- 1. Review, Sign and Seal:** With your approval we will create a contract and invoice for the estimated number of design hours your project needs. You'll schedule a quick chat with a member of our team to who will review the contract and answer any questions you have. You'll then receive a link to sign the contract digitally, as well as an invoice for the design fees.
- 2. Design Presentation:** Over the next 2-4 weeks, Kristen will customize a design for your space based on your initial consultation. When the design is complete, we will meet by video call to present your design, including a detailed 3-D model of your space. Following the meeting, Kristen will email you copies of the floor plan, elevations, and color renderings.
- 3. Design Meetings:** During the next few weeks we will have the following meetings:
 - **Field Trips to Preferred Vendors:** You and the GHD team will visit trusted local vendors to make selections for products including tile, countertops, cabinetry, and plumbing fixtures. These meetings are essential to estimating your materials costs, which will then be finalized later in our process.
 - **Trade Days:** We will also meet with contractors and other professionals (contractors, architects) at your home to determine the feasibility of the design plan. If these meetings uncover challenges to the proposed plan Kristen will then change your design accordingly. Examples include structural beams, load bearing walls, HVAC ductwork etc.
 - **Design revisions:** After our visits to vendors, Kristen will update your design to represent the materials you have chosen. This is an essential step as it shows the details of your materials selection (colors, textures, etc.) in the 3-D model of your space.



Full-Service Kitchen & Bath Design

STEP 3 Procurement Phase: (Procurement & Expediting)

- 1. Materials Estimate:** To finalize the design, the GHD team will send a materials estimate to you via email. This gives you the chance to review the overall material costs to ensure you are on budget. If major changes are requested, this may cause us to go over the estimated design hours and incur additional fees. We will keep you updated on the balance of your design hours as your project progresses and will obtain your permission before starting additional design work. If we anticipate delays or schedule impacts due to product availability, we may suggest alternate products to keep the project on schedule.
- 2. Materials Finalization:** To approve the final materials selection, you will digitally sign off on the design and list of materials. Green House Designs will send you an invoice and collect payment so that we can order all materials for the project.
- 3. Shipping Logistics:** The Green House Designs team will coordinate with your general contractor and local vendors to schedule shipment and delivery of products & materials. Green House Designs works with vendors who can store / warehouse products locally until the scheduled delivery time.

STEP 4 Build Phase: (Procurement & Expediting)

- 1. Work Schedule & Timeline:** Your general contractor will be responsible for setting the schedule / timeline of work. The GHD team will communicate with the general contractor and vendors to coordinate delivery of materials according to this timeline.
- 2. Detailed Design Communication:** The GHD team will clearly communicate the design to the contractor and any relevant trades / sub-contractors. This includes details on proper installation of materials with illustrations. GHD will provide a physical copy of all plans and materials in a binder on the jobsite, which will be updated if necessary. We will provide updates to you by email or via on-site meetings for key milestones in the project.
- 3. Materials Inspections, Replacements, and Additions:** The GHD team will ensure the ordered materials are inspected for damage, and that delivered products match specifications (color, dimensions, etc.) In the event of damage during shipping or vendor error, GHD will coordinate with the vendor to arrange for replacement materials. If additional materials are necessary due to jobsite conditions, GHD will coordinate with the contractor and will provide you with a change order if necessary.

STEP 4 Build Phase (Continued):

4. **Site Meetings:** Green House Designs will meet on-site with relevant parties (contractor, trades, subcontractors, Architects, Engineers) at key milestones, and as-needed for problem solving during the construction phase of the project. Key Milestone examples include:
- Initial walkthrough with contractor / handoff of Job-Site Design & Installation Guide
 - Delivery of cabinetry / major components
 - Countertop Templating

STEP 5 Completion Phase (Procurement & Expediting)

1. **Punch List:** Your contractor will ultimately determine the project timeline. As we approach completion of the project, we will coordinate with your contractor if they require any materials for the final punch list.
2. **Final Walk Through:** After the substantial completion of the work, Green House Designs will schedule a final walkthrough of your project. We'll tie up any loose ends and take any final payments due.
3. **Photography:** Congratulations, it's done! We're excited to have worked on this project with you and we want to capture the unique appeal of your space. We will host a photo shoot of the project to share on our website & social media for future clients. Green House Designs will not share any personal identifying information about you, your home, or family. There is no cost to you, and don't worry, we'll polish the stainless steel and clean those countertops for you! You'll get copies of all the final photos as a thank you for working with us.

