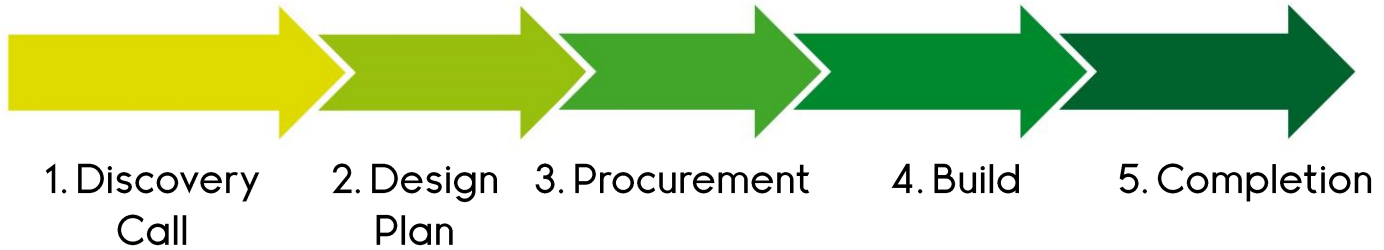
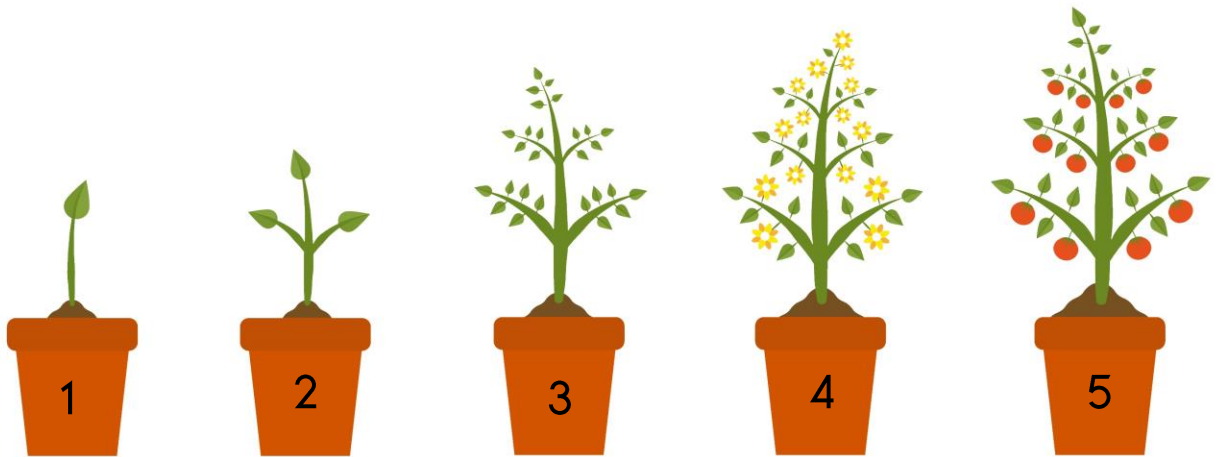


Green House Designs Detailed Design Process

Full Service Kitchen/Bath
Design, Materials Purchasing, and
Project Management



Flat fee for Design Phase \$2,400
Hourly for Project Management \$95



Full Service Kitchen/Bath Remodel

Detailed Design Process

STEP 1 Discovery Phase: (Flat Fee)

1. **Discovery Call:** Once you have completed the questionnaire you can book a Discovery Call. We have the Discovery Call over zoom to discuss the project and start to get to know each other.
2. **Deposit:** To move forward with an initial consultation I will collect a deposit, and we will schedule a time to meet at your home.
3. **Initial Consultation:** I will come to your home to measure the space and assess your needs. During this meeting, we will discuss your budget, functional requirements, and style preferences.

STEP 2 Design Plan Phase (Flat Fee)

1. **Review, Sign and Seal:** When you are ready to move forward with your project, we will meet to review the design process and Letter of Agreement (LOA). We'll then sign the LOA and I'll collect 100% of the design fees to begin the Design Plan phase.
2. **Design Meetings:** Over the next 3-4 weeks, I will work on a design plan based on our initial consultation. During this time we will have the following design meetings:
 - **Field Trips to Preferred Vendors:** You and I will visit with trusted local vendors to finalize selections for products including tile, fixtures, countertops, etc. It's during this that we'll go into more detail about color palettes, paint and fixtures, and anything else that you want to incorporate into your design.
 - **Trade Days:** If necessary, we may also meet with additional tradespeople at your home to determine the feasibility of the design plan. Our goal is to locate any potential challenges your project may present up front so we can budget and plan for them.
3. **Design Plan Presentation with Investment Figures:** When the design is complete, we will meet in the comfort of your own home for a design presentation. I will present your design using realistic renderings of the complete space so you can see exactly what the finished space will look like. We will review it in detail to answer any questions you may have. This discussion will cover an estimated investment breakdown for each portion of the project based on your budget.
4. **Finalized Design:** After the design presentation you may follow-up with me over email or zoom to get additional clarification on the design plan. I can also make **one major revision** to your floor plan and rendering(s) if you wish to see something laid out differently. My goal is a finished design that brings together all the elements you are looking for within your budget and timeline.



Detailed Design Process continued

STEP 3 Procurement Phase: (Hourly)

- 1. Lock It In:** Once all selections have been finalized and the Design Plan has been signed and approved by the client, I will collect payment for all products and materials so that we can begin our Procurement Phase. Green House Designs will manage and order all products, materials, and finishes for the project on behalf of the client.
- 2. Logistics:** The Green House Designs team will track and coordinate all freight, shipments and deliveries, holding and storing all items until the proper time. We do our best to eliminate any delays that might occur during shipping by purchasing all the materials in advance. Our goal is to have all materials ready to be delivered to your home on your start day.

STEP 4 Build Phase: (Hourly)

- 1. Schedule the Work:** Your General Contractor will create a project schedule and coordinate all tradespeople who are necessary for the for the job and begin work. I will work with them to ensure that the materials are delivered on a timeline that works for them, to the best of my ability.
- 2. Project Management:** I act as your Project Manager to clearly communicate the design concept to the contractor and any trades/vendors. I provide a physical copy of all plans and materials in a binder on the jobsite, which will be updated as necessary. I will update you regularly throughout the construction process via email or on site meetings.
- 3. Materials Coordination:** Once items are ready to be delivered, I am on site to receive all major deliveries and to immediately remedy any unforeseen issues, such as missing or broken items. If additional finish materials are necessary, I work with the General Contractor to procure them.
- 4. Site Meetings:** As needed, we will meet on site to troubleshoot and problem solve during your build phase. These are especially helpful to ensure that the project stays on track and to ensure clear communication between the installation team, trades, and subcontractors.

STEP 5 Completion Phase (Hourly)

- 1. Final Installs:** As we approach the end of the project, we will wrap up all construction for the space. We will coordinate on final installs and tradespeople and provide you with a project completion date as best as we are able to estimate it.
- 2. Final Walk Through:** After completion of the work we will schedule a final walkthrough of your project. We'll tie up any loose ends and take any final payments due.
- 3. Media Day:** After the project is finished and at a time that's convenient for you, we will invite our photography team to you home. The Green House Designs team will conduct a photography shoot (sometimes with video) to share on our website and social media platforms. Don't worry, no personal or identifying information will be posted. There is NO cost to you, and you will receive the finished photos for sharing with family and friends!