

PATTI WILSON INTERIOR DESIGN

DESIGN CONSULTATION

The design consultation is the first step in the design or renovation process. During this first meeting we will discuss the scope of your project, goals, timeline and budget. We will ask you questions regarding your personal tastes, your lifestyle and how you intend to use the space.

RETAINER FEE

Once we've agreed to work together, a retainer fee is required to begin the process. This fee represents our mutual commitment. However, if for any reason you cancel the project, at any time, either before the commencement or during the course of the project, the retainer fee is non-refundable. This fee is deducted at the end of the project from the final invoice.

BUDGET

It is best to work out your finances and set an overall budget before you begin any renovation project. If you are unsure about what things might cost or what types of expenses you might incur, we can work together to determine your needs and desires and set a realistic budget. The budget should also allow for a minimum 10-15% contingency for situations that may arise during construction that cannot be reasonably foreseen and for variances in budget costs. We do our absolute best to account for every aspect of a renovation, but sometimes things can go awry; it's best to be prepared.

QUOTES AND ESTIMATES

Shortly after the initial design consultation, we will arrange for our team of contractors and trades people to attend your home to conduct site measurements and have them provide an estimate to do the required work. All of our trades are fully insured, certified and have many years of experience.

Once we have received the necessary written estimates, we will schedule a budget meeting to discuss the overall proposed renovation costs for the project. This is often referred to as "Renovation Dollars" or "Renovation Budget".

DEVELOPING THE DESIGN SCHEME

The next step is to create the design scheme for the overall project, but before we consider colours, furniture, materials or finishes, we will develop concept drawings for the new design and layout. This is where we work together to come up with a design that functions best for you and your family.

Once the layout is approved, we fill in the details. We take the information learned from you, together with our own creativity, skills and experience and we source all of the finishes including, but not limited to, tile, flooring, fabrics, hardware and fixtures; countertops, mouldings and other architectural details, furniture and lighting. We choose the paint colours, wall coverings and accessories. We take pride in our attention to detail and you can be assured that we have considered all of the details in sourcing these materials to create a unique and beautiful design that reflects your individual tastes and lifestyle.

Once the design scheme has been developed, we will arrange a presentation meeting. We will also provide you with a detailed Materials Budget and an estimated Décor Allowance. It is imperative that all decision makers be at this meeting. We will go through the design scheme in detail and you will be presented with an Inspiration Board and samples. Our goal is that by the end of this meeting you will have a design scheme that meets with your approval. It is important at this stage of the process that all decisions regarding materials are made in a timely manner to ensure availability of such materials. Any changes or revisions to the design scheme may, in some cases, involve an additional fee.

LENGTH OF PROJECT

This is a common question asked by many of our clients and unfortunately there is no clear-cut answer. Many larger scale projects can take several months from conception to the final implementation and completed design stage. It really varies depending on the scope of the project, but also by you and how quickly you can make decisions. Unfortunately not every aspect of a larger scale project can be decided on at the beginning and some decisions may be required to be made throughout the progression of the project. If you need more time to mull over options, that's no problem, however please be aware that there may be delays. The lead time on furniture can sometimes be upwards of 12 weeks.

CONTRACTS

Once the proposed budget has been set and approved and the design scheme has been presented and approved, all necessary documentation, agreements and or contracts will be executed by all parties prior to the commencement of the project.

CONTACT PERSON ASSIGNED

If there is more than one decision making person in the household, you will need to assign one person as the contact person who will have the authority on behalf of both parties to make decisions and sign off on any change orders. This is the person with whom we will have direct contact with and who will provide us with instructions during the course of the project. The contact person will be responsible for communicating any ideas or decisions to his or her partner.

SCHEDULING

Once the design scheme has been approved and all materials and supplies have been ordered, you will receive a schedule showing the timelines for your project. This schedule may be amended from time to time due to unforeseen circumstances such as back ordered items or delays on other projects, which are not in our control. We undertake to notify you immediately of any such delays or changes in the timeline.

PROJECT MANAGEMENT SERVICES

We stay on top of every aspect and detail of your project to ensure that it runs smoothly, on time and on budget. We handle everything from ordering, purchasing, delivery and scheduling of work. We oversee the progress of the work to ensure top quality workmanship and act as your liaison so that you never have to worry or schedule time off work. We will discuss any issues with the contractor/trades that may arise during the course of the renovation and ensure that any concerns or issues are promptly and properly communicated to you.

During the construction phase, it is not unusual that unforeseen issues may arise. All issues will be brought to your attention before additional work or expenses are incurred. If there is any additional work or expenses required, these items will be handled in conjunction with the original project but will be budgeted and invoiced separately as an addendum to the original agreement. This also relates to any additional work ("while we're at it we might as well...") requested by you. Any add-ons or changes, including any deletions, to the Scope of Work will be documented through "Change Orders" and signed off by the general contractor and yourselves prior to the additional work being commenced.

THE STYLING PROCESS

This is where everything comes together and the vision becomes a reality. This is the "WOW" factor that elevates the renovated space to designed space spectacular!!

We try our best to arrange a "styling or staging" day so that everything from the draperies, to the furniture being delivered, to the rugs laid and the art work hung happens all in one day. We will purchase items (Décor Allowance) and accessories that you will have the option of purchasing or returning. You will be given a price list to help you decide what you want to keep or what you would like returned. (All items must be decided on within 2-3 days after the staging day).

OUR FEES

Design and project management fees are calculated separately from the budget. Please contact us directly to discuss our fees.

Note: This outline is used as a reference guide for all types of décor, design and construction projects. Therefore, there could be certain parts of this outline that do not apply to your particular project.