



15-STEP INTERIOR DESIGN PROJECT PROCESS

Experience has shown me that knowledge of the design process helps my clients to feel comfortable for the duration of the project. Here is how Yvonne works with you to achieve your design objectives :

- Step 1 Consult with Yvonne - discuss project scope, style, budget, time lines and your personal objectives. Receive a project proposal a few days later which contains all the agreed upon information.
- Step 2 Sign proposal, payment of retainer fee and commencement of project.

PHASE 1 - Concept Design

- Step 3 Schedule start date and have a project kick-off meeting with general contractor/ trades as required. Gather detailed site information, take measurements and photos, etc. Confirm project scope.
- Step 4 Draw floor plans and wall elevations, source furniture, fixtures, fabric, etc. Create, edit, design and problem solve within your budget. Request quotes. Start budget spreadsheet.
- Step 5 Present preliminary design concepts to you including 3D drawings, 2D AutoCAD drawings, products specifications, samples and quotes for all items as required. All items will be based on your budget and preferred style.

PHASE 2 – Concept Design Finalization

- Step 6 Receive feedback from you, make any revisions and place orders. Confirm quotes from general contractor a/o trades and finalize schedule.
- Step 7 Review budget. Schedule meeting to review tracking form and installation schedule [large projects].

PHASE 3 – Project Management & Implementation

- Step 8 Initiate construction.
- Step 9 Receive orders for all products, built-ins, furnishings etc.
- Step 10 Schedule installation of furniture/ fixtures/ finishes continues.
- Step 11 Perform site inspections and continue receiving orders.
- Step 12 Install furnishings and style spaces.
- Step 13 Conduct deficiencies walk-through.
- Step 14 Resolve deficiencies, obtain final approval and present final invoices.
- Step 15 Present client binder and thank you!

yvonne potter interior design

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A great investment for your property and soul. - YP