

Lillette

Interiors

BILLING & DESIGN PROCESS

STAGE 1: Onboarding	<ol style="list-style-type: none"> 1. INITIAL CONSULTATION 2. APPROVAL & PROCESSING <ol style="list-style-type: none"> a. DRAFTING DEPOSIT first payment due (nonrefundable) 1k per room design fee b. RENDERING PAPERWORK this is contractually binding to the first concept design draft. <p><i>*The main Design Contract will be made available after design presentation approval.</i></p>
STAGE 2: Concept Design	<ol style="list-style-type: none"> 1. 3D RENDERING IN PROCESS <ol style="list-style-type: none"> a. during this time we will need to be collecting and consolidating ideas for the following <ol style="list-style-type: none"> i. vision, workflow, goals and use of space. ii. for venues: discuss revenue streams, branding, 5 year goals iii. design and floor plan
STAGE 3: Design Presentation	<ol style="list-style-type: none"> 1. DESIGN PRESENTATION - includes tentative cost of fixtures, finishes, furnishings etc 2. MODIFICATIONS - if necessary make design & budget modifications and apply to renderings and correspondence 3. ONBOARDING <ol style="list-style-type: none"> 1. DESIGN CONTRACT w/ total, mods added, scope updated etc 2. PAYMENT DUE: 50% of project total: materials I purchase, design fee, room fee, 30% Procurement fee is applied at the end of the project
STAGE 4: Detailed Design	<ol style="list-style-type: none"> 1. DRAFT TECHNICAL DRAWINGS 2. FINALIZE LINGERING MODS OR ITEMS 3. FINAL PRESENTATION & COST PLAN - everything is agreed and signed off on, this includes proof of all approvals and modifications are in writing 4. DESIGN FINALIZATION EMAIL <ol style="list-style-type: none"> 1. FINAL COST PLAN 2. CONTENT: Notes on design modifications, SOW, budget, and contract adjustments 3. UPDATE CONTRACT - as needed 5. CONTRACTOR HANDOVER OF RENDERINGS & MATERIALS 6. PAYMENT DUE: remaining 50% of design and purchasing project total <p><i>*This is usually initiated when paint goes on the walls</i></p>
STAGE 5: Procurement & Installation	<ol style="list-style-type: none"> 1. ACQUISITION purchase, schedule items and coordinate based on timeline of contractor 1. INSTALLATIONS <i>when necessary I will hawkeye hard finish installations. I expect to be there for lighting and mirrors (as well as landscaping). I will need to know at least 2 weeks in advance when these will be scheduled for install. DIRECT MOVERS for technical floor plans</i> 3. DECOR INSTALL 4. REVIEW PUNCH LIST
STAGE 6: Handover & Review	<ol style="list-style-type: none"> 1. PAYMENT DUE: the remaining owed of total & 30% Procurement Fee on all sourced items 2. PHOTOS I'll need 1-3 days to photo the rooms without outside interference. You may use the pictures for your listings and social media. 3. WALKTHROUGH address any questions and update Punch List for contractor 4. FINAL WALKTHROUGH