

Diva by Design INTERIORS

Interior Design Process

Thank you for choosing to work with Diva by Design. We sincerely appreciate it and will do everything we can to make you happy with the design of your home. It is important for you to know that Interior Design is more than buying furniture and accessories, and choosing the right colors. It is also planning, budgeting, communicating, and creative problem-solving.

Because we wish to build a lasting working relationship with you, we feel that it is important for you to know and understand the process we follow with each project. Much of the work on the design of your home takes place long before the first purchase or the installation.

Here are the phases of our design process:

Phase 1 – Information Gathering

- Design Work Session
First you will receive, fill out, and return our Interior Design Questionnaire. This is so we can learn about your needs, style likes and dislikes, and what makes you comfortable in your home or business. Next we will meet and further develop a vision for your space. This includes estimating a budget and developing a flexible timeline for completion.
What you might expect at the Design Work Session:
 - Walk through of project area & note taking
 - In-depth discussion your wants, needs, & budget
 - Hand drawings of possible space plan & room layout
 - Take pictures of space for reference
 - Paint color options, design style options to match home's architecture, guidance on lighting

Phase 2 – Research & Concept

- Design & Fee Proposal
After our initial meeting, we will draw up a Design Project & Fee Proposal which will outline the scope of your project and design fees and include the contract.
Your first retainer payment will be due at the time of signing. Installation fees are not part of this estimate. No design work will begin without a signed contract and retainer.
You will also receive a conceptual mood board via .pdf that will include imagery to give a general feel of the space as requested.

Phase 3 – Trade Day

- Measurements and photos taken
We will be on site to take measurements and photos of the spaces that we have agreed upon and have trades come in for estimates on work to be done.

Phase 4 – Design Execution

- Here is where we will begin creating detailed design concept drawings, including elevations and 3D renderings. Custom furniture designs (if any), built-ins, layouts, color, fabric, and furniture selections. No documents may be used for construction purposes. Contractors must supply their own plans based on our design.

Phase 5 – Design Presentation

- In-person presentation of design concepts, materials, and specifications. Budget proposal based on given selections.
- Second retainer payment is due.

Phase 6 – Procurement

- Finalize all selections and upon approval of master design plan, begin painting, fabrication, and order or purchase items agreed upon. Invoices for items to be purchased must be signed and paid in full in advance.
- We will act as liaison with general contractors. However, the contractor(s) will be employed and paid by you.
- Keep you updated of all progress through email and scheduled in-person meetings. Supervision of delivery and installation. This is the phase that takes the most time.
- Advise you of any changes in item pricing or out-of-stock items

Phase 7 – Construction & Renovation

- Trades begin work. We will make regular visits to the job site (at least once per week) to answer any questions they or you may have.
- Trades may keep in touch via phone or email. Extra site visits may result in charges.

Phase 8 – Installation

- Large items will be delivered to a receiving company. Charges will be included in purchase price of items. We will coordinate a delivery schedule with the vendor and you. We will be on hand at time of delivery to inspect before signing for the items.
- Small items will be delivered to our warehouse and will be inspected at time of delivery.
- Once all items ordered (large and small) have been received, we will schedule the final installation date(s).
- Payment for installation is due 48 hours before the day of delivery and set up. If there are any unused funds in your retainer account, they will be applied to the installation fees. If there are still unused fees after installation, they will be refunded to you and you will receive your final invoice by email.

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