

1. Discovery Meeting

- Scope of work
- Company culture
- Timeline, budget, feel, functionality
- Floor site plan / CAD drawing
- Who we are
- Set next appointment

2. Interior Design Proposal & Presentation

- Present proposal and client sign off
- Design team introductions
- Set up first design meeting

11. Lifetime Partnership

- Discuss Escalate services

10. Installation & Celebration

- Construction is completed
- Install furniture and accessories, walk through with project managers, client & contractor
- Final payment
- Clients walk through with designer & sales
- Google 5-star review
- Customer referral
- Photo shoot

9. Construction Phasing Begins

- Designer and project manager site visits weekly with contractor
- Consistent communication with Vertical Interior Design Studio's project manager and contractor
- Designer updates client weekly with progress and any concerns

8. Project Launch meeting

- Client, contractor, project manager and designer at the job site
- Project Gantt chart review

7. Presenting Final Revision and Agreement

- Review of plans and details (decision maker, designer, account manager, contractor)
- Sign off on final design and terms
- Receipt of deposit

6. Contractor & Architect Site Walk Through

- Designer site visit with contractor, architect and client
- Discuss phasing needs of project and other construction details
- Discuss architectural permit process if required
- Pricing will be provided during this step

3. Interior Design Elements Presentation

- Finish pallets & space plans presented and approved
- Discussion of architectural and construction requirements
- Review project deliverables schedule

4. Five-Star Furniture Design Presentation

- 3D's and space plans along with furniture pricing presentation.
- Gathering details for final revision

5. Interior Construction Documents Review

- Review of final interior construction documents with client
- Approval of interior plan and move into pricing phase

