

# Steps Of Our Design Process

*Depending on your involvement and willingness to make decisions quickly, these estimated time frames may be much shorter. This outline considers a full scope of work including construction and furnishings.*

## *First Phase (4 Weeks)*

### **Step 1—Initial Consultation and Proposal**

Following your first phone call to our office, Debbie Talianko will arrange to come to your home or for you to come to our office for an initial consultation. This is not just a “meet and greet” but rather, a working meeting and can take up to two hours. A few days following the meeting, Debbie will prepare and send, a preliminary scope of work and fee proposal.

Upon acceptance, a Letter of Agreement (Contract) will be created for all parties to sign. A start date is then scheduled and your project is entered into our workflow.

### **Step 2--Receipt of design fee**

A receipt for your first fee installment is emailed to you for your records.

### **Step 3--New Client Preparation**

At TDG, we begin preparing for your project ahead of your start date. Your info is added to our many databases and files. Binders are prepared for the design team, for you as our client and for your General Contractor.

## *Second Phase (4 Weeks)*

### **Step 4—Programming**

This is our term for discovering your lifestyle and project needs as well as your design aesthetic. We will meet with you at our office to discuss all that is needed to make sure we hit the mark and your project is everything you’ve dreamed it would be. We’ll ask lots of questions and we’ll take some time to review photos of rooms you like in order to gain a solid understanding of your preferences. This meeting is usually between 1-1/2 to 2 hours and a lot of fun.

After this meeting, we’ll begin sending you a “progress report” each week via email. This helps to further our means of communication with you and to keep you abreast of your project’s status. You are always welcome to call, text or email anytime in addition to this of course!

### **Step 5—Site Measure, Photograph, CAD Drawings**

It is always necessary to carefully and accurately measure and photograph your project rooms. From these measurements, AutoCAD drawings are prepared for our use during your project. This is a long visit so it is sometimes best to leave us to our task while you do something fun with your day!

*Third Phase  
(6-12 Weeks)*

**Step 6—Concept and Design Development**

This is where the vision begins to take shape. Our design team gets to work discussing your wish list, your aesthetic, the room's challenges, etc. Once we have identified the concept, we begin our work by space planning for furniture, drawing cabinetry and elevations if needed, sourcing all the new products necessary to complete the space, etc. This process can take several weeks depending on the number of rooms and the level of detail that is needed.

**Step 7—Presentation**

Once we have developed our concept and have sourced all of the necessary materials and products, we begin organizing them into a comprehensive presentation for you. This presentation will again be made in our office with you as our guests. We use an electronic presentation format with large sheets projected onto a TV screen. In addition, we'll show you loose samples of your fabrics, finishes and materials such as flooring, tile, countertops, plumbing, etc.

Before this meeting, we will have placed on reserve any products such as fabrics and trim in anticipation of your visit. This is so that we can execute the design upon your approval.

You'll have plenty of time to ask questions and to touch and feel the samples at this meeting. Following the meeting, we'll ask you to consider everything that has been presented and to let us know within 48 hours, any changes you would like.

*Fourth Phase  
(10-12 Weeks)*

**Step 8—Implementation and Installation (Furnishings)**

Once any changes have been implemented and we have your full approval, we will ask for payment for your orders. Orders generally take about 10-12 weeks from date of order to the installation in your home. There will be exceptions to this time frame but this is the average.

Remember—good things come to those who wait so please do be patient. We have many processes that we follow and we want to handle your project properly.

*Last Phase  
(3-4 Weeks)*

**Step 9—Follow-Up**

Once we are ready to install your new furnishings, we'll call to schedule a date. We usually ask that you leave us to the task as this can take a full day or even multiple days to complete. And besides, wouldn't you rather return to a newly designed home—sparkling and ready for you to enjoy?

There are typically minor refinements that arise even at this stage of the project. We'll create a punch list and then make sure that all items on this list are completed before we say our final good-bye. We always want to make sure you are 100% satisfied with everything we do.

You'll hear from us over the years following the completion and we'll probably even ask you for a review or a referral.

Our reputation means everything to us. Rest assured—our goal is to take all of the stress and anxiety out of the process for you so you can relax, have fun and enjoy the experience!

Thank you. We hope to hear from you soon!