



CONTACT: RO WINTHER
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INTERIOR DESIGN MAKEOVER FOR COMMERCIAL SPACE

Do you need to spruce up your space so it's current with the times? Do you feel like a sardine because your space feels confined and you'd like it to feel more spacious? Do you want to change the whole atmosphere of your space by creating a new mood and vibe? We will turn your space from drab to fab in no time. If you are looking to update your space without having to do any major renovations, this is the perfect bundle for you. Whether you have a small space, office, retail store or restaurant we can help...we have worked in these industries and know exactly how to make your space more functional and aesthetically pleasing. **Here is what is included in this bundle:**

- Meet you and/or your representatives, general contractors and subcontractors at your property for a walkthrough to discuss your overall vision for the space.
- Review your existing architectural floor plans, space plans and layouts (if you have them) and advise you on how to make improvements so your space is more functional, efficient, convenient and comfortable. If you don't have plans or layouts, you will need to provide us with the basic layout of your space with accurate measurements. We will provide you with quick hand drawn sketches with different space plan and layout options to consider.
- Advise you on how to maximize your space so you have more usable square footage.
- Discuss the overall use of your space, work zone requirements, ease-of-use circulation patterns and make sure your space is adequate for activities and social interaction.
- Provide finished material layout and design specifications for your installers.
- Communicate, instruct and advise your general contractor and installers to make sure the design concept is executed properly throughout your project.
- Interior paint color selections with finishes and specifications for your painter. (Interior includes walls, moldings, casings, interior doors and built-in cabinetry)
- Exterior paint color selections with finishes and specifications for your painter. (Exterior includes siding, fascia, window and doors trim, exterior doors, architectural decorative details, porches, railings, chimneys, gates, fences and hardscape areas if needed)
- Wall covering selections and specifications for your installer (wallpaper, mural, fabric, wood paneling, metal, 3-dimensional panels, etc.)
- Create one bathroom design concept for each bathroom (TBD based on your facility)
- Countertops and backsplashes for dining areas, bathroom(s) and other surfaces.
- Tile selections (floor, walls, stairs)
- Plumbing fixtures for open work areas and bathroom(s) (Faucets, sinks, toilets, etc.)
- Decorative lighting fixture selections (interior and exterior)
- Flooring selections (client to specify hard or soft floor surface areas)
- Door hardware for interior and exterior doors.
- Bathroom accessories (towel bars, toilet paper holders, mirrors, bathroom stall dividers, etc.)
- Assess existing furniture, décor, artwork and fixtures and provide advice on what to keep, refurbish, reupholster or replace and what design concepts will achieve the look you want.
- Product purchase list which includes store location (online or local to your area), website link, cost of the item, model number and SKU number. If the item is out of stock or discontinued, we will choose an alternative option. We will do this for free for up to 3 items.

FIXED FEE: \$9,999

- 100-hour maximum.
- One design concept for space up to 4000 square feet.

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ADDITIONAL FEES:

- We charge a fixed fee of \$7,777 for each additional design concept.
- We charge an additional \$222 per 500 square foot increments. Example: If the property is 4600 square feet the fee would be \$444 which would be additional to the fixed fee.
- We charge \$27.75 per quarter hour for all additional time.
- We charge for mileage and reimbursable expenses which will be invoiced separately. Please refer to the breakdown of how we charge below.

WHAT IS NOT INCLUDED

Any of our other bundle package deals we offer.

Please Note: Does not include drawing and drafting floor plans, space plans and layouts, kitchen design and/or reviewing pre-construction documents.

OUR PROCESS | WHAT WE NEED FROM YOU

If you are interested in this bundle, please fill out our **Project Questionnaire** and be as thorough and detailed as possible. **Once we receive your questionnaire, we will contact you via email within 1-2 business days to schedule a complimentary 30-minute phone chat to go over your questionnaire.** If you decide to hire us, we require the following before we can begin:

- Sign and submit our Design & Construction Service Agreement.
- Make an online payment.

SPECIFIC INFORMATION:

- You will be responsible for coordinating the meeting with your design/construction trades and us.
- You will need to be available for an in-person or virtual meeting so we can go over the details.
- We will need the name and contact information (phone and email) of your design/construction trades that will be working on the project.
- Please provide us with instructions on how to access the property if needed.
- You will need to provide us with drawings, design specifications, design details, inspiration photos, project photos and any other documents you feel will be helpful if you have them.
- We will need an itemized breakdown of material allowances for each item listed above with a general range (e.g., tile: \$1-30 per square foot, dining light: \$100-3000)
- You are responsible for putting together a materials take-off sheet, placing the order, making the payment, tracking, shipping, receiving, deliveries and installations.
- You will need to decide how many paint colors you want for the interior and exterior of your property - the more you choose the more it costs. Depending on the style and architectural details of your property, location and what you're trying to achieve, it's important to think about how many paint colors you plan on using. We will provide our expert advice based on your property. A general "paint color quantity standard" is a good idea! Here is what is typical on interiors: 3 finishes throughout, 1 ceiling color throughout, 3-4 wall colors, 1 color for moldings and doors and 1 color for built ins. Exteriors typically use up to 3-4 colors.

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SERVICE AGREEMENT & SCOPE OF WORK

- We require a signed service agreement for our bundle package deals and/or combinations of bundle package deals that are over \$1000 before we will begin any work. We do not require a service agreement for bundle package deals and/or bundle combinations that are under \$1000. The Scope of Work will be the only service agreement you will receive for bundle packages under \$1000.
- Our Design & Construction Service Agreement explains the roles and responsibilities of all team members, guidelines, regulations, specifications, inclusions, exclusions, limitations and deliverables. The Scope of Work is defined as the bundle package deal(s) you choose that specifies all the tasks we will do for that specific service.
- If you decide to hire us and have a bundle package deal and/or combinations of bundles over \$1000 we will email you an interactive Design & Construction Service Agreement. You will be required to fill out the designated fields, provide an E-Signature and send the completed agreement to us via email before we can start our services.
- We will also send you a price quote invoice for your review when we send the Design & Construction Service Agreement. If you have additional square footage or request additional design concepts and/or any other services that are not specific to the bundle, they will be included in the price quote invoice as a line item. If you agree to the agreement and our price quote invoice, you can make the payment directly from the invoice and it will automatically be confirmed. If your bundle package(s) are under \$1000, we will simply send you a price quote invoice and you can make the payment directly from the invoice too. Please feel free to give us a call when you have completed the service agreement and payment transaction just in case we missed it.
- Please be sure to print out the **Design & Construction Service Agreement** and/or the **Scope of Work** for your records since it is considered the service agreement for your project.
- If any changes or revisions are made to our original agreement or there are change orders during your project, we will provide a general description of the change(s) on your invoice. We charge \$222 an hour which may have minimum hourly requirements based on the task at hand. However, if a minimum is not required, we charge a quarterly rate of \$55.50.

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PAYMENT OPTIONS & PAYMENT POLICY

- For all our bundle package deals we require an online payment upfront before any work begins. You have the option of paying the bundle package deal(s) in full or in installments which are explained below.
 - For bundle package deal(s) separate or combined that are over \$1000 we offer weekly recurring payment options via invoice only. Depending on how much you spend, we offer a maximum of 6 recurring payments for bundles up to \$10,000 that are set up to be paid automatically on a weekly basis. For bundles over \$10,000, we offer a maximum of 12 recurring weekly payments. You will receive an invoice that is marked as paid for each payment we receive for your records.
 - For bundles under \$1000 we do not offer recurring invoice payment options currently. We require payment in full.
- We accept the following payment methods for our bundle package deals:
 - **Credit/debit cards:** American Express, Cartes Bancaires, Diners, Discover, Electron, JCB, Maestro, MasterCard, UnionPay and Visa.
 - **Mobile payment systems:** Apple Pay and Google Pay
 - **Payment platforms:** PayPal
 - PayPal does not offer their "Pay Later" program for invoices and why we offer our recurring invoice option as an alternative for your convenience. We do this so you can break up payments while we work on your project and to keep your mind at ease.
- We do not accept personal checks; company checks or cash payments.
- For all our digital document downloads in our Digital Store we require payment in full.
- We accept the following payment methods for digital document downloads from our Digital Store:
 - **Credit/debit cards:** American Express, Cartes Bancaires, Diners, Discover, Electron, JCB, Maestro, MasterCard, UnionPay and Visa.
 - **Mobile payment systems:** Apple Pay and Google Pay
 - **Payment platforms:** PayPal
 - If you choose PayPal, you can see if you qualify for their "Pay Later" program which allows you to make 4 interest-free payments with a down payment due at time of purchase. This is only offered for purchases between \$30 to \$1,500.
 - Pay Monthly is a longer-term offer and allows you to pay for purchases in predictable monthly installments. Pay Monthly is available on purchases between \$199 to \$10,000, with terms up to 24 months.
- We do not accept personal checks, company checks or cash payments.
- Once we have received an online payment whether it be a one-time payment or from a recurring invoice, you will be sent an automatic payment invoice via email for your records.
- We will send you an invoice for all reimbursable expenses which are due within 7 business days upon receipt.
- We will send you an invoice for contract revisions and/or change orders which are due within 7 business days upon receipt.
- If the invoice has not been paid within 7 business days, we will send a reminder for the payment two more times. If the payment has not been received by the 21st day, we will charge an additional 1% interest per month until that invoice has been paid in full.

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MILEAGE & REIMBURSABLES

We charge for the following reimbursable expenses:

- Mileage Rate: \$65.5 cents per mile
- Parking (meters, garage, valet, etc.) and Toll Roads
- Phone Calls (outside of the United States)
- Expenses are based on 2023-2024 U.S. GSA per diem rate averages
 - Airfare: First Class/TBD
 - Car Rental: Economy/TBD
 - Meal Per Diem: \$60-74
 - Lodging Per Diem: \$127-\$166
- Messenger Service
- Postage and Shipping
- Blueprints
- Office Supplies (paper, printer ink, jobsite supplies, etc.)
- Samples (paint, finish materials, cabinet doors, etc.)

REFUND POLICY

- We go through a secure payment verification process so you have time to make sure you want to purchase our service(s) and/or digital product(s). If you have any questions, please be sure to contact us via email or phone before you make your payment.
- Please verify your quantities are correct if you purchase any of our digital documents and/or make sure the information on your price quote invoice is correct. If there are any mistakes on the invoice we sent you, please contact us immediately so we can correct it and resend it.
- Please verify all information is correct in your cart or invoice before you submit your payment.
- All sales are final. We do not offer refunds for any of our digital products, bundle packages, custom services, contractual changes/revisions, change orders or reimbursable expenses.

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