



CONTACT: RO WINTHER
EMAIL: RO@ROHAB.US
PHONE: 323-449-8623

KITCHEN DESIGN ASSISTANCE

Are you looking to have a kitchen that will pop to attract buyers or renters for your flip or rehab? We will design the perfect kitchen specific to your area and help you avoid making costly mistakes. **Here is what is included in this bundle:**

- We will go over different cabinet styles, finishes and features you are interested in and explain the pros and cons of cabinet manufacturers and/or cabinet makers you are considering since we are experts when it comes to the materials used, how cabinets are made, their durability and process.
- We will assist and advise you and your cabinet designer with kitchen design concepts, placement, layouts, plans, cabinet styles, finishes, countertop material, backsplash, plumbing fixtures (sink and faucet) and appliance options to consider.
- We will have a meeting with you and/or your cabinet designer at the project location or office to go over all of the design details and answer any questions you or the cabinet designer may have.
- If you would like prefabricated cabinetry (stock or semi-custom) and you do not know cabinet retailers/vendors in your area, we will help you source them.
- We will go to a design showroom of your choice or the cabinet maker's shop to assess the cabinet styles, finishes, durability, quality, workmanship, see how they are made and assess the hinges and drawer glides. If you and/or a representative would like to go, please let us know.
- If you choose prefabricated cabinetry, we will need the manufacturer's specifications; if you prefer custom cabinets, we will need the cabinet maker's specifications and detailed measurements.
 - Measurements must be in inches and include all windows (width, height and above finish floor), doors (width and height), casings for windows and doors, openings, ceiling height and centerline rough ins for plumbing/gas lines (sinks and appliances) and electrical (appliances). If plumbing/gas lines or appliances are relocated, we will need this information too.
 - Please provide measurements and specifications for appliances and plumbing fixtures.
 - We will look over all of the measurements to make sure nothing has been overlooked.
 - If you hired an architect, please provide us with the architectural plans.

FIXED FEE: \$2,222

- 20-hour maximum.
- One design concept for one kitchen.

ADDITIONAL FEES:

- We charge a fixed fee of \$1,111 for each additional design concept.
- Additional units (multi-unit, multi-family, mixed-use) cost \$1,111 per unit.
- We are happy to work with you to come up with a fixed fee rather than additional fees if you have several units for your project.
- 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.

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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 15-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:

- We will need the company name and contact information (phone and email) of the cabinet retailer, designer or custom cabinet maker.
- Please provide us with instructions on how to access the property.
- Please provide us with cabinet manufacturer name and contact information if you have them.
- Please provide us with specifications and rough ins for sinks, gas lines, appliances and any other items that will affect the design concept.

HELPFUL TIPS ABOUT PREFABRICATED CABINETS:

- If you are interested in stock cabinetry, it usually can be picked up at cabinet retailers if it is in stock. These cabinets typically come in standard width sizes (i.e., 6", 9", 12", 15", 18", 21", 24", 27", 30", 33", 36", etc.). Depending on the retailer, stock cabinets may have limited wood and finish options. The cabinets can be purchased already assembled or ready-to-assemble. If you need to assemble them and the vendor offers that service, we recommend you have them assemble and deliver them especially if you are not an expert in cabinets. Yes, you can save a few bucks by assembling them yourself, but you want to make sure you avoid costly mistakes if you accidentally ruin them and do not put cabinets together on a regular basis. Paying a little extra is worth it!
- Semi-custom cabinetry has a lot of finish options but has limited customizations; you can reduce the depth of the cabinet for base cabinets but cannot change the width to maximize your space. Cabinet fillers are used to fill in the gaps between the cabinets when they are installed (the same holds true for stock cabinets). These cabinets are typically made-to-order and come from the East Coast or overseas which can take months to receive depending on stock and/or your location. Semi-custom cabinets can be found at major home improvement stores, high-end kitchen design centers and some cabinet retailers. On the downside, once the cabinets are delivered, they may be of the wrong order or damaged. Unfortunately, it can take many more months to receive the replacement cabinet(s). If you plan to order these cabinets, we suggest you wait to do demolition until you have received and inspected all your cabinets to make sure they are in good condition.

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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.

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.)

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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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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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