



EMILIE HATCH INTERIORS

DESIGN PROCESS

Services

Full Service Design

For large-scale projects requiring complete start-to-finish design services, Emilie Hatch Interiors will work with you from the beginning to create a design concept that will meet your needs and achieve coherent style throughout your home.

Emilie can connect clients with contractors and call upon her relationships with local vendors to assist with the project as needed, or work with your existing contractors to help bring the design to life.

To complete the project, Emilie will source from her library of lines, which includes leading brands of furniture, finishes, and fixtures, as well as an array of boutique artisans, giving you access to range of the finest home furnishings.

Partial Service Design

Partial Service Design offers you the Full Service Design experience on a smaller scale. If you have a room in your home that needs a refresh, the Partial Service Design may best suit your needs. This service encompasses updating color scheme, sourcing fresh furniture, finishes, and fabrics, optimizing layout, installation, and styling--all for a smaller space in your home.

Design Process

Discovery Phone Call

During this exploratory phone call, I will ask about the general scope of the anticipated project, the desired timeline, and about any identified needs for contractors. Information gathered in this phone call will help us determine if we will be a good fit. If so, we will proceed by scheduling an Initial Site Visit. I will follow-up the Discovery Phone Call with an email intended to help you prepare for the Initial Site Visit.

Initial Site Visit

We will spend an hour together at the site where the project will take place. We will review the design process and I will answer questions you may have about it. The scope of project will be discussed in more depth, including the timeline, budget, and

feasibility of the project. We will identify contractors, both already established and still needed.

We will also begin to explore the space, vision, challenges, goals and needs, as well as your lifestyle...and style! I will ask you about what works for you in the space, and what doesn't. I will want to know more about your lifestyle and who will be using the space. Do you have kids? Pets? Do you or anyone else using the space have any physical challenges that I should be aware of? Do you like to entertain? I will ask for inspiration and we will discuss what style or "look" you want to achieve. Now is the time to think big and outside the box.

Initial Proposal

The Initial Proposal takes into consideration points discussed in the Initial Site Visit. Although it is not to be confused with the formal Design Presentation or Proposal, it will include a preliminary design concept, as well as a comprehensive scope of the project, including an estimated budget and timeline. My goal is to have the Initial Proposal completed two weeks after the Initial Site Visit. Once the Initial Proposal is complete, we will schedule a time to review and revise, if necessary.

Agreement and Deposit

Once the Initial Proposal is agreed upon, we will proceed with the design process by having you sign the Agreement (contract) with terms and conditions.

Upon signing the Agreement, a \$500 deposit will be due. The deposit is an advance on the design fees accumulated during the Design Process (preparation for the Presentation), as well as serves as compensation for hours spent on the project leading up until this point in the Design Process. No subsequent time will be dedicated to the project until the deposit is received.

Moving forward, the client will be billed for design fees at two week increments as they accrue beyond the deposit, as well as billed for materials before orders are placed.

Site Assessment Visit

A second visit to the site will take place, during which a thorough assessment and documentation of the site will be conducted, including assessment of current conditions, measuring, and photographing.

Contractors can and should be invited to participate in this meeting to discuss ideas and concepts, and feasibility. This is also a good time for me to meet your contractors and discuss the expectations of the project, as well as the expectations for our relationships.

Following the Assessment Visit, contractors often submit estimates. I will forward along estimates as they come to me.

Design Process

This is the phase when I will take into consideration everything previously discussed as I develop the design concept. I will think through the space and how to beautifully transform it to solve for challenges, and to meet your needs and vision. Ideas will be explored and developed, and samples of finishes, fixtures, and materials for furnishings will be sourced for the Design Presentation. Other visual aids will be created to help you envision the concept. About four weeks should be allowed for this process.

Design Presentation

I will present the design concept and elements for your approval. Using the samples I have selected for you to see and touch, as well visual aids, I will help you to envision my proposal for the redesigned space. We can discuss the concept, budget, and timeline in more depth, and identify any necessary revisions.

Revisions

Requested revisions identified during the Design Presentation will take place. Ideally revisions are completed within a two week time period. Once final finishes, fixtures, and materials have been selected, the Proposal will be completed.

Proposal

The final design concept will be proposed for approval! We will also do one final review of the current budget and timeline. Upon your acceptance, you will start to be invoiced for the agreed upon finishes, fixtures, and furnishings and we will move ahead ordering elements and bring the design concept to life!

Ordering

I will invoice you for selected materials according to lead times and include materials on your biweekly invoices. Sometimes materials will be invoiced separately if timing dictates or in order to spread out payments.

Work Phase

In between Ordering and Installation, I will be in regular communication with vendors and contractors to confirm schedules, progress, developments, and any needed revisions to work. I will also be in regular communication with you to keep you abreast of progress and developments, and to address questions and concerns.

Installation

Larger design elements including structural changes, millwork, wallpaper, paint, window treatments, light fixtures, etc. will be installed throughout the project duration per agreements with contractors. I will come in with furnishings and accessories at the end of the project for the final installation, which should take a day or two. Once all elements have been installed and styled, we will conduct a walk through to review and address any questions or concerns you may have. Following the installation, I may have a professional photographer come in to obtain images for my portfolio, website, and social media.

