



EMILIE HATCH INTERIORS

DESIGN PROCESS

Services

Full Service Design

For large-scale projects requiring complete start-to-finish design services, I will work with you and the contractors from the planning phases to the finishing touches, addressing design needs for the duration of the project, and completing it with coherent and comfortable style throughout your home.

My library of lines includes leading brands of furnishings and finishes, as well as an array of boutique artisans, offering my clients a range of unique options.

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

Consultation Phone Call

During this exploratory phone call, I will ask about your goals for hiring a designer and your aesthetic. I will also ask about the general scope of the anticipated project, the budget, desired timeline, and about the need for contractors, as well as any standing agreements with contractors. Information gathered in the Consultation 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 Consultation Phone Call with an email intended to help you prepare for the Initial Site Visit.

Initial Site Visit

We will spend time together at the site where the project will take place, where we will begin to explore the space, challenges, needs, goals, and vision 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 children or pets? Or family members with physical limitations? 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.

The scope of the project will be discussed in more depth, including the feasibility, budget, and timeline of the project. We will identify any needs for contractors and discuss the different approaches we can take to hire them. We will review the design process and I will answer questions you may have about it.

Site Assessment Visit

Once I have a thorough understanding for the project, I will invite all identified contractors to join me for a Site Assessment Visit. Contractors should use this meeting to explore and assess the site, as well as discuss needs, goals, feasibility, budget, and timeline for the project with us. Following the Site Assessment Visit, I will collect estimates from the contractors to include in my Initial Proposal.

If I will be working with contractors you have hired independently, this is a good time for me to meet them and discuss the expectations of our relationships.

I will conduct an assessment and document current conditions, as well as measure and photograph.

Scheduling this visit depends on the availability of multiple people, but ideally takes place within two weeks of the Initial Site Visit.

Initial Proposal

The Initial Proposal takes into consideration design needs and goals discussed in the Initial Site Visit, Site Assessment Visit, and any adjacent communication. Although it is not to be confused with the Design Presentation or Proposal, it will list proposed design elements with their estimated costs. Any estimates collected from contractors will also be incorporated into the Initial Proposal. (Budgets for other areas of work identified but not yet assessed may be suggested.) My goal is to have the Initial Proposal submitted to you within two weeks of the Site Assessment Visit.

Following receipt of the Initial Proposal, revisions may be needed and perhaps budget allocations adjusted.

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 serves as payment for design fees accumulated up until the Agreement is signed, less the complimentary Initial Site Visit. Any balance will serve as a credit toward the design fees accumulated after the Agreement is signed. No subsequent time will be dedicated to the project until the deposit is received.

Following the deposit, the client will be billed at two week increments for design fees as they accrue beyond the deposit.

Once the Agreement is signed and the deposit is paid, work will be scheduled with contractors, and I will invoice you for any of their deposits. You will be provided with more information on pricing and payment during the Initial Site Visit.

Design Process

This is the phase when I will take into consideration everything previously discussed as I explore and develop the design concept. I may ask you for more inspiration, or perhaps show you some of my initial ideas for feedback. I will think through the aspects of space and how to solve for challenges, meet your practical needs, and bring a beautiful vision to life. I will create layouts, consider light, and plan palettes that incorporate layers of colors, textures, and patterns. I will source selections and obtain samples to share with you at the Design Presentation. Other visual aids will be built to help you envision the completed concept. The timeline of the Design Process will depend on the scope of the project, but typically takes between four weeks and eight weeks.

Design Presentation

I will present the design concept with all proposed elements for your review. Proposed furnishings, fixtures, and finishes will be pictured, described, and priced in a "Master Design Plan" document for your review. Available samples will be presented for you to consider and compare. Other visual aids, such as design boards, will help you to envision the design concept. If you are moving walls or changing elevations, 3D renderings will be included. We will review the budget and timeline in regards to the proposed elements and identify any need for revisions.

Revisions

Requested revisions identified during the Design Presentation will be explored, developed, and incorporated into the final design concept (the Proposal). If possible, this phase of the process should be limited to two weeks.

Proposal

Once revisions are complete, the final design concept will be proposed for approval! Upon your approval and acceptance, we will confirm work with the contractors and begin to order selected finishes, fixtures, and furnishings to bring the design concept to life!

Ordering and Work Phase

I will be invoicing you and, as soon as payments are received, working with my vendors and reps to place all orders for selected finishes, fixtures, and furnishings. I will assess lead times, and track and manage orders as they process. I will communicate any updates to you regularly.

Simultaneously, I will be in regular communication with contractors to confirm schedules, progress, developments, and any needed revisions to work. I will also be in regular communication with you to address questions and concerns, and to keep you abreast of progress and developments. Invoices will at times include charges from contractors.

Installation

Larger design elements including structural changes, millwork, wallpaper, paint, window treatments, light fixtures, etc. will be installed throughout the work phase duration per agreements with contractors. Furnishings and accessories will be installed upon delivery (or local availability). Delivery of furnishings is coordinated when possible. Once all materials have been installed and styled, the completed design will be reviewed, and any questions or concerns addressed. Following the installation, I may have a professional photographer come in to obtain images for my portfolio, website, and social media.

