



Dear Prospective Client:

Thank you for considering Greene & Proppe Design, Inc (GPD). The following pages contain two forms that allow us to learn more about you and your design goals. Below is an outline of our design process. If you have any questions after reading this, feel free to contact us directly.

### **The Wish List**

This form is the first step towards getting to know you and learning about the specifics of your project. *Your contact information will never be shared with third parties. It is for office use only.*

### **The Schematic Design Phase** (Hourly Estimate)

The Schematic Design Phase outlines the Scope of your project, explores design solutions, and determines budget parameters. When you sign the Schematic proposal and remit the retainer fee:

- We measure and photograph the project space while our Principals walk and talk with you about your ideas and concerns
- We develop initial design concepts based on the scope outlined in the Schematic Proposal, the site visit, and your personal preferences
- We will have 1-2 design meetings, email revisions back and forth, resulting in a Final Schematic Design Drawing Set.

The Final Schematic Design Set provides a guide for us to produce detailed architectural drawings suitable for Permits, Bidding, and Construction in the next phase.

### **Next Phases**

After approval of the Final Schematic Design, GPD will create a CD proposal for the next phases of service including:

- **Bid/Construction Documents** (Fixed Fee)
  - This set of drawings gives detailed project information to your selected bidding General Contractor(s) so they can determine the actual construction cost. Included are 1/2" scaled interior wall elevations of the kitchen, bathrooms and built-ins, Mechanical, Electrical/Lighting, and Plumbing drawings, along with window and door schedules.
- **Permit Documents and Coordination Services** (Hourly Estimate)
  - GPD will prepare the necessary applications, forms, city required drawings and documents so we may obtain the necessary permit(s) for your project.
- **Interior Design Services** (Hourly Estimate)
  - Our designers work closely with each Client to produce comprehensive Interior Design Concepts through construction for high-quality, beautiful spaces. We specify all finishes and will facilitate ordering cabinetry, tile, light fixtures, paint colors, etc. GPD will coordinate finish details with your contractor to assure proper installation.
- **Contractor Bidding and Negotiating Services** (Hourly Estimate)
  - GPD will review selected General Contractors' bids and answer any questions you or the Contractors have resulting in a signed Contract between you and your chosen General Contractor.
- **Construction Drawing Administration Services** (Hourly Estimate)
  - GPD will work with you and your General Contractor to assure that the project is being executed correctly. We are available to answer questions, create detailed clarification drawings as needed, and visit the site periodically to review construction.

### **Fees:**

Typically, GPD's **Total Fees** for the Schematic Design, Bid/Construction Drawings, Permit Documents and Coordination, Full Interior Design, Bidding and Negotiating, and Construction Drawing Administration Services are approximately 15% - 19% of the project's construction cost, pending the size of the job, our level of involvement, and services rendered.

Today's Date: \_\_\_\_\_

**Just To Know You Better**

Your Name: \_\_\_\_\_ Your Spouse/Partner's Name: \_\_\_\_\_

Your Current Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Project Address, if different from above: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Home Fax Number: \_\_\_\_\_

**Your:**

**Your Spouse/Partner's:**

Work Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Work Fax Number: \_\_\_\_\_ Work Fax Number: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_ Cell/Pager: \_\_\_\_\_

e-Mail Address: \_\_\_\_\_ e-Mail Address: \_\_\_\_\_

Profession: \_\_\_\_\_ Profession: \_\_\_\_\_

Children's Names and Ages: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**House Information**

Year the house was built (best guess): \_\_\_\_\_ Year you bought the house: \_\_\_\_\_

Style of house (bungalow, Victorian, etc.): \_\_\_\_\_

**Feel free to include any relevant photos**

**Construction Information**

What is your approximate budget? \_\_\_\_\_  
*(Including construction costs and our fees)*

When do you hope to begin construction? \_\_\_\_\_

Do you need to be finished by a certain date? If so, why? \_\_\_\_\_

Have you chosen, or spoken to, any General Contractors regarding your project? If so, who?  
\_\_\_\_\_

**Please include:**

- Major rooms on their appropriate floor and any modifications you would like to explore (floor plan or otherwise)
- Note whether the changes include **existing space**, or an **addition**
- Be as detailed as possible. The more information, the better!

<u>Basement:</u>
<u>First Floor:</u>
<u>Second Floor:</u>
<u>Third Floor/Attic:</u>
<u>Exterior:</u>

If there is anything else you would like us to know about you or your project, feel free to attach additional pages.

When you have completed the Wish List and have gathered any supplementary information, please return it to our office and we will be in touch with you shortly in regards to your project.

Thanks Again,  
Greene & Proppe Design, Inc.