



BELLTOWN DESIGN

INTERIORS

PHONE 206 406 0798

2201 3RD AVE, #1602, SEATTLE, WA 98121

WWW.BELLTOWNDESIGN.COM

Belltown Design – What to Expect from Us

1. Initial Consultation Phase

The Initial Consultation takes place onsite, and takes about two hours. This meeting gives us the chance to become acquainted, provides us with a general overview of the project, and touches on the various aspects involved in our potential client / designer partnership.

- Professional Walk Through
- General Design Overview
- Establish Design Style and Criteria
- Build a Scope of Work
- Construct a Timeline
- Determine the Budget
- Quote Design Fees
- Introduce the “Belltown Design Experience”

2.Summary and Project Proposal Phase

This written document summarizes what was discussed during the Initial Consultation and includes:

- Design Criteria
- Detailed Scope of Work
- Timeline and Budget
- Design Fees

This is a “living” document and is created with the understanding of our having further discussion.

3.Contracting Phase

This is our written agreement ensuring that both client and designer are both on the same page. The contract includes the following:

- Project Overview
- Statement of Work
- Design Criteria
- Time Schedule
- Budget
- Client and Designer Responsibilities
- Design Revisions
- Design Fees
- Payment Schedule
- Creative Ownership
- Photographic Documentation
- Closing

Belltown Design’s contracts are customized to each client and are standard to our industry.

4.Design and Execution Phase – This is where the fun begins!

a. Imagining

During the imagining phase, we generate the building blocks for your design. This phase involves the client's full participation and conversations, as we guide you towards your dream interior. This step-by-step-process includes:

- Image Exchange - curating design ideas and concepts together using visual imagery
- Design Criteria - defining your design style in order to narrow down options
- Color Scheme - create your interior color scheme from building materials, to fabrics, to wall colors
- Materials Palettes – juxtaposing materials, finishes, textures and colors in order to visualize room designs
- Concept Drawings – establishing design goals - what does your interior design feel like?
- Space Planning – drafting initial floor plans and permit / builder ready renderings in tandem with Architect or Architectural Space Planner.

These activities help us to define and adapt your design aesthetic based on your feedback and desires.

b. Project Foundation

This is the first part of our “heavy lifting”. This is the foundation we must lay to provide for the execution of a seamless design project from the start, and to reach the primary goals for your new space.

- Finalize Budget
- Prioritize Scope of Work
- Construct a Timeline
- Organize Teams
- Develop Efficient Project Systems
- Organize and Communicate
- Approve Preliminary Designs from the Imagining Phase

c. Design Approval

This is the actual design phase and the second part of Belltown Design's "heavy lifting". This stage requires some client involvement in order to develop your full interior design. We will plan and specify the following:

- Final Space Planning
- Electrical Layout
- Accent Wall Treatments and Placements
- Flooring
- Cabinetry
- Hardware
- Lighting Systems
- Built-Ins Design
- Interior Finishes
- Countertops
- Tiles Selections and Patterns
- Tubs, Showers, Sinks
- Plumbing Fixtures
- Lighting Fixtures
- Window Treatments Design and Execution
- Fabrics
- Furniture, Area Rugs, Lamps, Wall Art Curation ...and more

It is likely that we'll meet with you several times during the Design Approval process – to present and fine-tune selections according to your wishes. By establishing the areas that have the largest impact, we can zero in on the details that count.

d. Finalization

Once your design is approved, we will finalize all selections. At this juncture we will begin:

- Ordering and Purchasing
- Tracking Shipments
- Receiving and ensuring everything ships and arrives without damage and in the right color☺ If not, it is our responsibility to handle these discrepancies
- Communicating and acting as liaison with Contractors, Tradespeople and Vendors
- Ensuring that the design is executed as intended
- Overseeing quality craftsmanship and execution
- Remaining within your established budget

e. Execution and Installation

When steps a - d have been executed well, it makes this stage seamless! It is inevitable that there will be bumps in the road, yet it is our job to ensure that all goes smoothly and everything is implemented accurately and well!

- At this point in the project about 85% of our work is done. We are actively awaiting deliveries, inspecting merchandise, and cleaning up loose ends.
- During construction, we will lead you through what can be a difficult and disruptive process.
- We will advocate on your behalf if problems arise and make sure that your needs are met.
- After construction, we will create a detailed punch list to make sure everything is buttoned up.

We will oversee, execute and install the following:

- Window Treatments
- Lighting
- Built Ins
- Accent Wall Treatments
- Furniture, Area Rugs, Lamps, Wall Art Installation
- Styling and Accessories

