

# So once you have paid your design fee, here's what happens next...

## 01. SITE SURVEY

For smaller projects our Studio Manager or your designated designer will complete your site survey. However, for larger or more complex projects we might need to arrange for a professional surveyor to carry out an in-depth survey to produce accurate and detailed plans. In these instances an additional fee will be charged, but don't worry, this will be agreed before being carried out.

## 02. CONCEPT DESIGN

Using your brief and ideas, we create a style guide for your project. This includes our design team drawing up initial plans and elevations; generating mood boards, sketches and details for bespoke items. For more complicated projects, or by request we can create 3D renderings. If we do, we charge a further fee to cover our design time, but we will tell you about this in advance and agree any costs with you. Please note our design fee covers the initial concept design and two sets of amends, if more amends are required then extra fees will be charged.

## 03. SPECIFICATIONS

Once your concept design and total budgets are agreed, we will create a full specification of FF&E (Fixtures, Fittings & Equipment) for each room.

## 04. FINAL PLANS & SPECIFICATION

We will create the detailed technical drawings which will include plans, flooring and lighting layouts, elevations and relevant technical information. This is the final preparation of our design work and we will provide these upon receipt of the agreed initial deposit required for your project.

## 05. FF&E (FIXTURES, FITTINGS & EQUIPMENT)

We would endeavor to supply the products from our extensive ranges showcased within our design studios. However, on occasion we may need to source from our supply partners, or other 3rd parties. In this case, we would negotiate the best trade terms which we would pass onto you plus a 20% sourcing fee.

## 06. INSTALLATION

Good tradespeople are worth their weight in gold. Thankfully, we have a long list of building and installation contractors who we have worked with over many years. Our list of recommended contractors (supplied separately) only contains the people who we know can recreate every detail of our vision, on time and on budget. Whether you work with them directly, or want us to include their services in our overall costs, our relationship with them helps to make a project as near to perfect as possible. The Day True project management team will be happy to manage a tendering procedure as a separate service. See below and ask for further information regarding this if required.

## 07. PROJECT MANAGEMENT

Big or small, every project needs a competent and professional Project Manager. It's their job to make sure that designs on paper and reality look as close to each other as possible, with as few hiccups along the way. We have an in-house Project Manager (or Peace of Mind Manager as we like to call him here at Day True who can take on as little or as much of your project as you need them to. Most contractors will have their own Project Manager, so if you need ours a little or a lot, we can provide a quote to suit.

## 08. ARCHITECTURAL AND PLANNING SUPPORT

If required, we work with some of the country's leading architects, engineering, planning and building control companies who can provide support services for all sizes of project. Our relationships with these companies mean that pricing will be charged at preferable rates.