# **OUR PROCESS**



#1

### Walkthrough

During our onsite meeting, we will review your project goals, initial ideas, and project scope while taking measurements as needed.

**#2** 

### Layouts, Concepts and/or Budget

For different project types, we offer initial layouts, concept mood boards, or an estimated project cost with details and inclusions as needed.

#3

### **Project Agreement**

The project agreement will outline the initial project scope, including any TBDs and the estimated project cost. Upon signing, a 25% deposit of the project cost is necessary to secure your spot on our schedule.

#4

### **Trades Walkthroughs & Final Plans**

Your Production Manager will arrange on-site visits with all required trades such as carpenters, plumbers, HVAC technicians, electricians, etc. Final decisions for layouts are ideally made during this time.

#5

### **Project Scope Revisions**

The finalized project scope and project cost is presented for signature. This is your chance to make any necessary revisions to the scope.

## **OUR PROCESS**



#6

### **Kick-off Meeting**

At our kick-off meeting, we will discuss preparations for renovation, the initial project timeline, what to anticipate during the renovation, troubleshooting any issues, and more.

#7

### **Material Selections**

Your Production Manager will guide you through the selection process. Based on your mood board feedback and any project inspiration you provide, recommended finish material options will be presented. Material selection deadlines are established for each item to maintain project progress.

#8

#### **Construction Start Date**

Demo day has arrived! Anticipate workers coming in and out of your home from 8am to 5pm. Your Production Manager will be your primary point of contact during this time. Typically a 25% payment is due at this time.

#9

### Rough-in Milestone

During the rough-in period, all the work behind the walls is completed, setting the stage for closing up and moving on to the finish work phase. Typically, a 25% payment is due at this time unless otherwise determined.

#10

### **Blue Tape Session**

We are approaching the completion of your renovation! During the final inspection, often held concurrently with the blue tape session, you can pinpoint any areas that require touch-ups or any oversights. After the final inspection and addressing the blue tape items, we will send you the final invoice. It's time to savor your newly upgraded space!