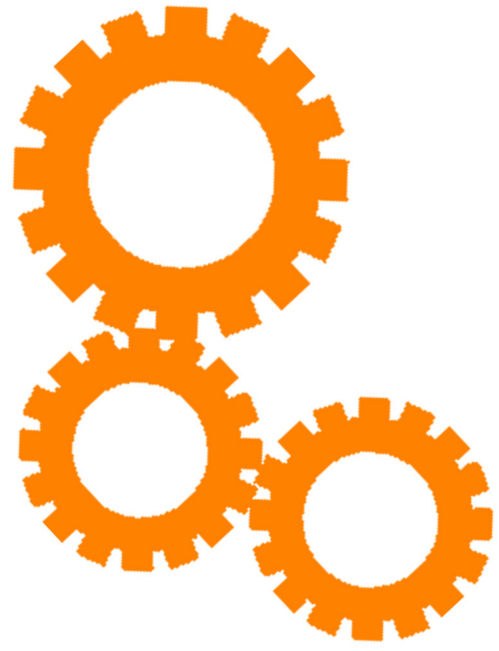


# DESIGN-2-DELIVER PROCESS



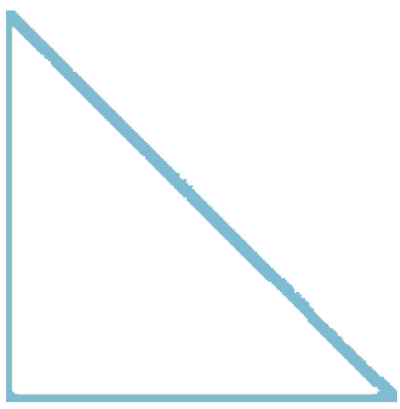
## Discovery: where we learn about your user needs and desires

initial consultation to determine scope of work, user needs, and budget  
site visit to measure and record existing conditions and conduct interviews  
review floor plate and develop programming  
solicit feedback and obtain client approval of program document



## Design: where we generate ideas and brainstorm solutions

preliminary design intention and direction  
preliminary space plans, furniture, and finish selections  
create quick sketches to communicate and clarify design intentions  
present preliminary design, solicit feedback, and gain approval



## Draft: where we develop and finalize design

develop working drawings, plan sets, and renderings  
finalize selections of furniture, finishes, and materials  
prepare estimated budget and time line  
present final design, solicit feedback, and gain approval



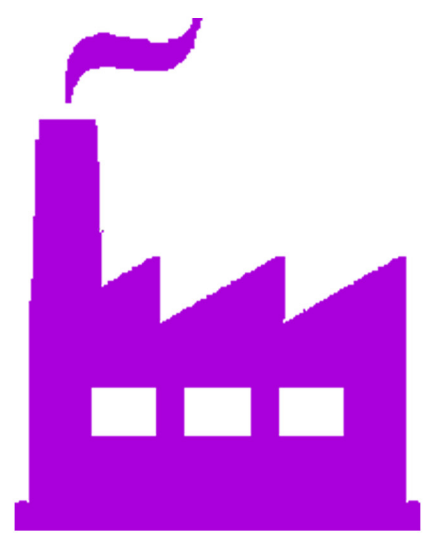
## Purchase: where we start to bring your design to life

provide guidance in the selection of necessary contractors  
prepare purchase orders and negotiate fees  
track orders from all vendors and make changes as necessary



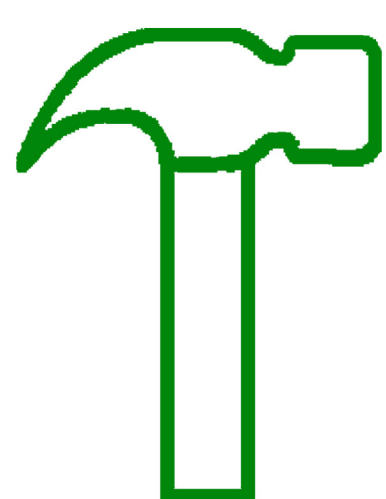
## Administer: where we ensure all goes according to plan

review technical drawings from vendors  
progressive site visits to ensure design intent is actualized  
maintain project record  
project management supervision



## Manufacturing: where production takes place

review manufacturing process and details  
Manufacturing and Fabrication



## Install: where your new design comes to life

delivery and on-site supervision of installation  
create punch list of items that need to be addressed  
post occupancy evaluation of satisfaction