



LeBoeuf & Biasotti Inc.

California Contractor's License #387275

Residential Build & Remodeling

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Designer's Checklist

INITIAL MEETING (30 – 60 minutes)

- Define Time Frame
- Discuss type of project from a high level perspective
- Establish investment focus
- Commitment to process
- Schedule next visit and discuss agenda
- Assign homework

DESIGN DISCOVERY MEETING (1 – 2 hours)

- Review Homework
- Discuss space
- Discuss wants and needs
- Explain style options
- Schedule next visit and discuss agenda

DESIGN DEVELOPMENT MEETING (1 – 2 hours)

- General review of design
- Focus on wants and needs
- Discuss features and benefits
- Discuss range of styles and pricing
- Schedule next visit and discuss agenda

DESIGN REFINEMENT MEETING (1 – 2 hours)

- Review changes
- Narrow down the range of pricing options
- Take final measurements
- Schedule next visit and discuss agenda

DESIGN CONFIRMATION MEETING (1 – 2 hours)

- Final review of selections and similar designs
- Confirm design elements
- Discuss expectations
- Finalize paperwork
- Place order (deposit due)
- Discuss order process
- Discuss install process
- Schedule next visit and discuss agenda

DESIGN INSPECTION MEETING (1 – 2 hours)

- Visit jobsite
- Inspect stage of install
- Review installation process
- Discuss next steps