

Welcome to the Family

(CLIENT NAME)

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01

PROJECT BID

Let's start by taking
a look at a few pricing
options for your project.

Please note that estimates associated with installation will be confirmed once the scope is determined.

This bid reflects a **6,000 sq ft** office with **40 employees**.

VALID THROUGH : 01 / 01 / 24

Fees are based on the following hourly rates:

<i>Designer</i>	\$275
<i>Project Manager</i>	\$175
<i>Installer</i>	\$75

FURNISHINGS	LOW	MEDIUM	HIGH
Reception	\$6,000.00	\$12,000.00	\$18,000.00
Work for 40	\$20,000.00	\$40,000.00	\$60,000.00
Conference Room	\$4,000.00	\$8,000.00	\$12,000.00
Meeting Rooms (4)	\$8,000.00	\$16,000.00	\$24,000.00
Lounges (2)	\$8,000.00	\$12,000.00	\$15,000.00
Breakouts (2)	\$4,000.00	\$8,000.00	\$12,000.00
Kitchen	\$4,000.00	\$8,000.00	\$12,000.00
DESIGN FEES			
3D Floor Plan*	\$450.00	\$450.00	\$450.00
Design Fee Estimate	\$16,000.00	\$26,000.00	\$36,000.00
Project Management Estimate	\$8,000.00	\$13,000.00	\$18,000.00
Install Estimate	\$4,000.00	\$6,500.00	\$9,000.00
SUMMARY			
Project Subtotal	\$82,450.00	\$149,950.00	\$217,450.00
Contingency (5%)	\$4,045.00	\$8,670.00	\$13,295.00
Shipping Estimate (7%)	\$3,780.00	\$7,280.00	\$10,780.00
Tax Estimate (8.75%)	\$4,725.00	\$9,100.00	\$13,475.00
PROJECT TOTAL	\$95,000.00	\$175,000.00	\$255,000.00

02

OUR PROCESS

Here are your project milestones so you know what to expect.

03

TYPES OF SPACES

To get a better sense
of the spaces we design,
here are our definitions.



Reception

SETS THE TONE

Signage and branding

Soft lounge seating

Reception desk



Work

BALANCED PRODUCTIVITY

Desks, chairs and personal storage

Desk accessories

Cable management

Office supply storage



Meeting

SPACE TO COLLABORATE

Meeting table and chairs

Whiteboard and TV

Decor and branding



Breakout

CHANGE OF SCENERY

Accommodates 2 to 4 people

Work space away from the desk

Ideal for focused collaboration



Dining

BUILD COMMUNITY

Tables and seating

Prep area and snack storage

Coffee and tea station



Lounge

FOR WORK OR PLAY

Accommodates 4 to 10 people

Soft, lounge style seating

Ideal for creative brainstorming

03

CONTACT INFORMATION

To get a better sense
of who we are and our
roles working together.



Hannah Ruskin

PRINCIPAL

Creative director and design guide

Generates project proposals

Involved from beginning to end



Kristi Bryan

OPERATIONS MANAGER

Manages orders and deliveries

Handles accounts receivable

Keeps the team on track

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INSTAGRAM / PINTEREST / FACEBOOK

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