Welcome to the Family

(CLIENT NAME)



01 PROJECT BID

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

PROJECT BID

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:

Designer	\$275
Project Manager	\$175
Installer	\$75

FURNISHINGS	LOW
Reception	\$6,000.00
Work for 40	\$20,000.00
Conference Room	\$4,000.00
Meeting Rooms (4)	\$8,000.00
Lounges (2)	\$8,000.00
Breakouts (2)	\$4,000.00
Kitchen	\$4,000.00

DESIGN FEES

3D Floor Plan*	\$450.00
Design Fee Estimate	\$16,000.00
Project Management Sctimate	\$8,000.00
Install Estimate	\$4,000.00
SUMMARY	
Project Subtotal	\$82,450.00
Contingency (5%)	\$4,045.00
Shipping Estimate (7%)	\$3,780.00
Tax Estimate (8.75%)	\$4,725.00
PROJECT TOTAL	\$95,000.00

MEDIUM

\$18,000.00 \$60,000.00 \$12,000.00 \$24,000.00 \$15,000.00 \$12,000.00 \$12,000.00

HIGH

\$12,000.00 \$40,000.00 \$8,000.00 \$16,000.00 \$12,000.00 \$8,000.00 \$8,000.00

> \$450.00 \$36,000.00 \$18,000.00 \$9,000.00

\$450.00 \$26,000.00 \$13,000.00 \$6,500.00

\$149,950.00 \$217,450.00
\$8,670.00 \$13,295.00
\$7,280.00 \$10,780.00
\$9,100.00 \$13,475.00
\$175,000.00 \$255,000.00

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

OUR PROCESS

Please note this timeline for your project may need to be adjusted based on the scope of work.

Due to the pandemic, there has been a major disruption to global supply chains and vendors not always confirm restock dates or guarantee lead times.

We are not in control of these timelines,

so we do our best to communicate accurate lead times for both design work and deliveries.

We appreciate your patience!

	Feb				March				April				Мау				
	2/7	2/14	2/21	2/28	3/7	3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2	5/9	5/16	5/23	5/30
GETTING STARTED																	
Contract Signing																	
Approve Budget																	
DESIGN CONSULTATION																	
Collaborate on Idea Board																	
Current Furniture Inventory																	
Build Floor Plan																	
PROPOSAL																	
Furniture Layout Submitted																	
Proposal Package Submitted					X												
REVISIONS																	
Round 1										_							
Round 2																	
EXECUTION																	
Develop Install Calendar																	
Furnishings Deposit																	
Manage Orders																	
Schedule Installation																	
Installation																	
COMPLETION																	
Final Walkthrough																	

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

TYPES OF SPACES







Reception

SETS THE TONE

Signage and branding

Soft lounge seating

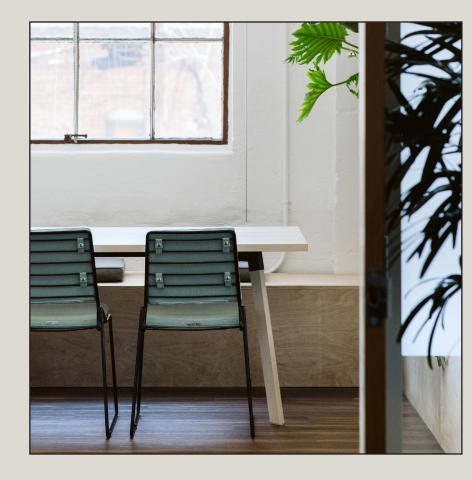
Reception desk

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

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

CONTACT INFORMATION





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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