

Proposal

EXAMPLE CLIENT

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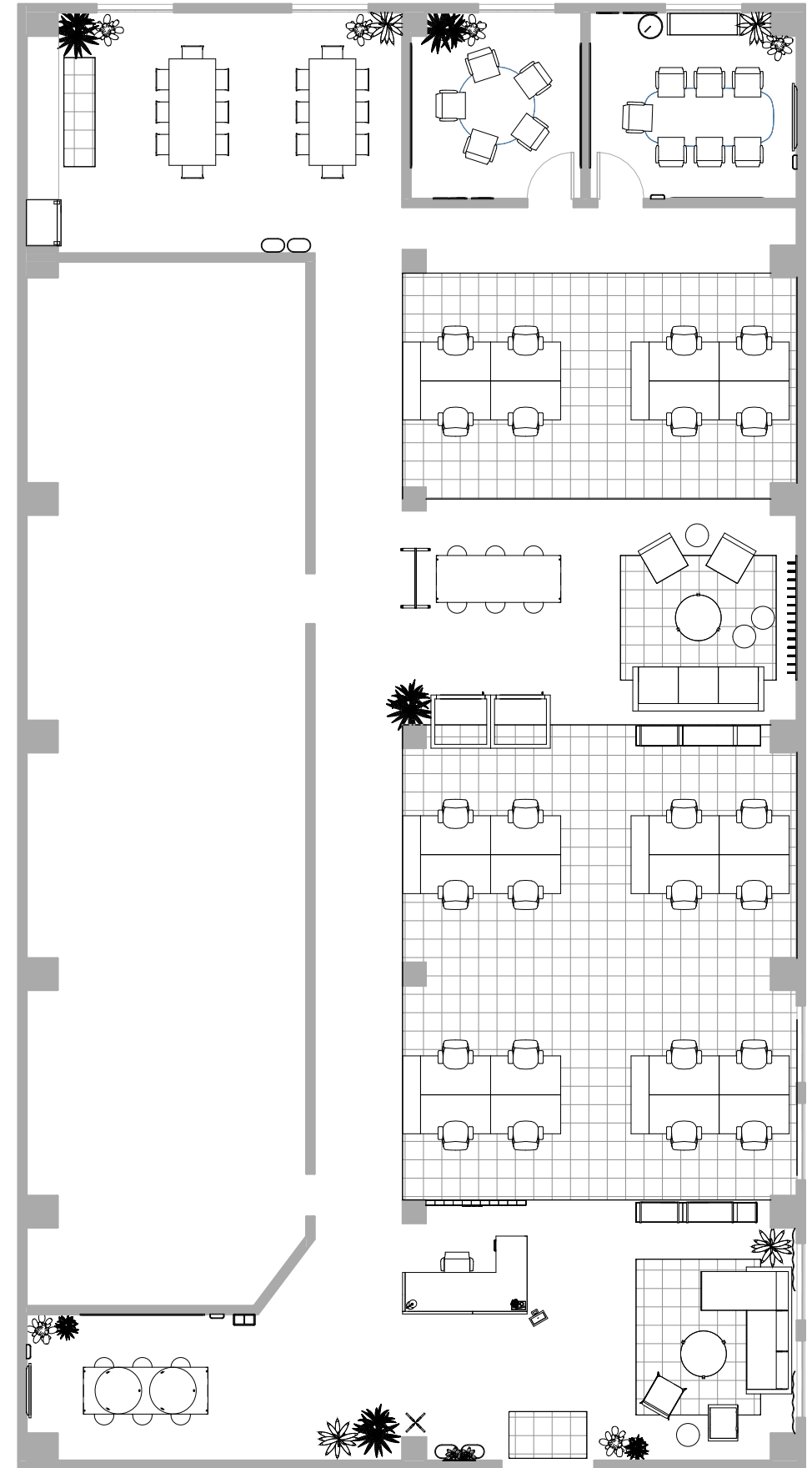
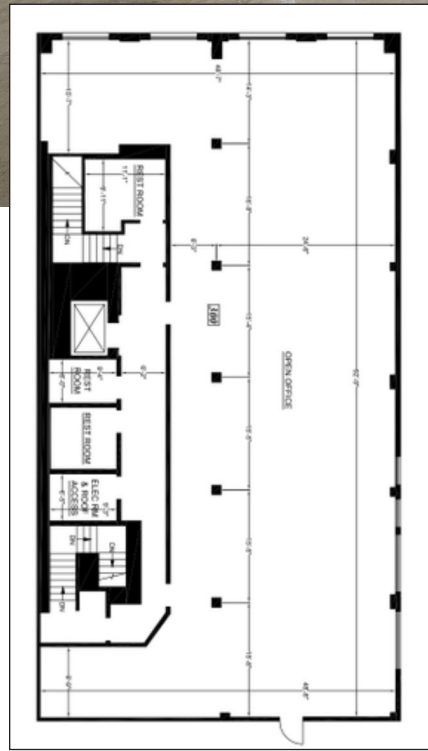
05 CHANGE REQUEST

01

FLOOR PLAN

This top-down view is provided in order to review the design.

Floor Plan



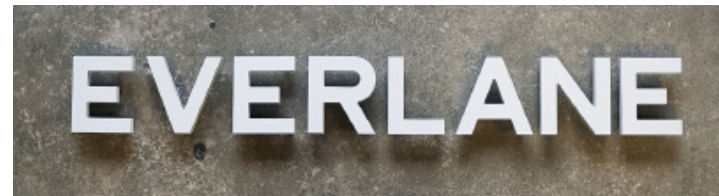
02

PROPOSAL

Here are the furnishings
we are proposing, with
each area per page.

Reception

	DESCRIPTION	#	PRICE	AMOUNT
a	Custom Dimensional Signage White, 36"	1	\$X,XXX	\$X,XXX
b	Custom Glass Block Divider Gray Glass, 77" x 70"	1	\$X,XXX	\$X,XXX
c	Curated Desk Top Accessories (Pen Cup, Wifi, Tray, Lamp, Plant)	1	\$XXX	\$XXX
d	Curated Tech Accessories (Monitor Stand, Cable Organizer)	1	\$XXX	\$XXX
e	Curated Under Desk Accessories (File Cabinet, Trash, Hook, Cover)	1	\$XXX	\$XXX
f	Custom Reception Desk Solid Wood, Walnut Stain	1	\$XX,XXX	\$XX,XXX
g	Designer Task Chair Black	1	\$XXX	\$XXX
h	Modern Coat Rack Olive Green	1	\$XXX	\$XXX
i	Modern Wall Planter Black Metal	1	\$XXX	\$XXX
j	Open Top Trash / Recycle Cans Stainless Steel + Black Decals	2	\$XXX	\$XXX
k	Floor Planter Terracotta, 14"	1	\$XXX	\$XXX
l	Floor Planter Grey Cement, 10"	1	\$XX	\$XXX
m	Custom Door Mat with Logo	1	\$XX	\$XX
n	Locking Tablet Stand White	1	\$XXX	\$XXX
	TOTAL			\$XX,XXX



(dimensional letter logo sign on glass divider)



(6' high glass block divider wall behind desk)



(pen cup)

(wifi)

(cable tray)

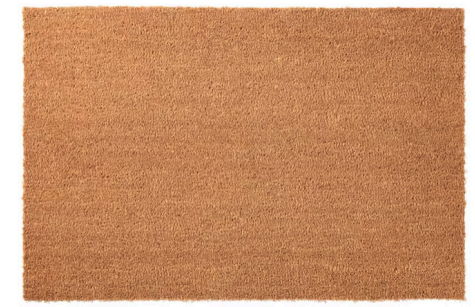
(tray for accessories)

(cable floor cover)

(coat / bag hook)



(door mat with logo)



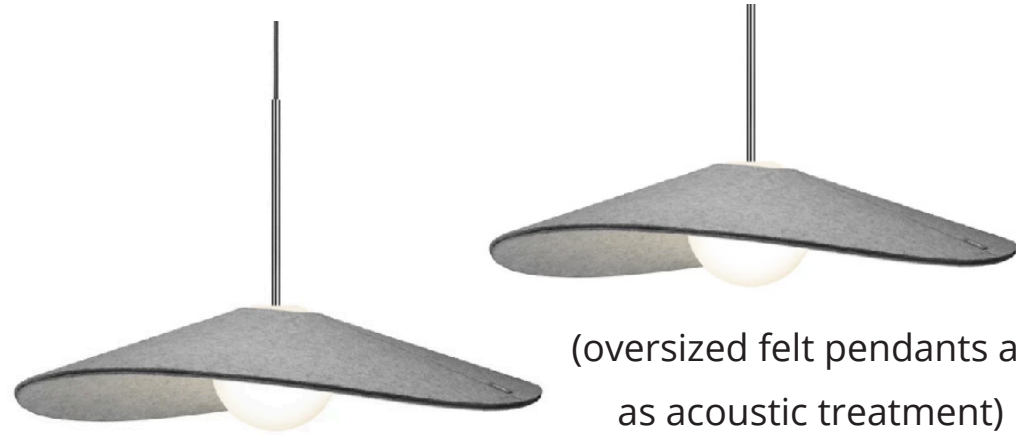
Reception Lounge

	DESCRIPTION	#	PRICE	AMOUNT
a	Cement Ribbed Planter Grey, 8"	1	\$XX	\$XX
b	Woven Throw Pillow Brown + Black, 20"	2	\$XX	\$XXX
c	Boucle Throw Pillow Off-White, 18"	2	\$XX	\$XX
d	Mid-Century Sectional Sofa Light Grey	1	\$X,XXX	\$X,XXX
e	Light Filtering Curtains + Track Off-White Linen	1	\$XXX	\$XXX
f	Cylinder Side Table Black, 12" x 20"	1	\$XXX	\$XXX
g	Modern Armless Side Chair Leather	1	\$XXX	\$XXX
h	Curated Tabletop Decor (Vases, Selenite)	1	\$XX	\$XX
i	Mid-Century Coffee Table Marble + Walnut, 30"	1	\$XXX	\$XXX
j	Decorative Power Strip Tan + Black, 6' Cord	1	\$XX	\$XX
k	Designer Side Chair Black + Walnut	1	\$XXX	\$XXX
l	Ceramic Planter with Stand Ivory, 14"	1	\$XXX	\$XXX
m	Patterned Rug + Pad Grey + Tan, 8' x 10'	1	\$X,XXX	\$X,XXX
n	Ceramic Planter with Tray Terracotta, 12"	1	\$XX	\$XX
	TOTAL		\$XX,XXX	

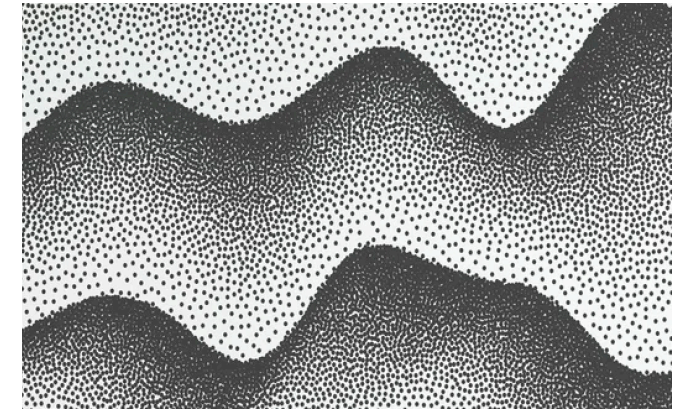


Reception Breakout

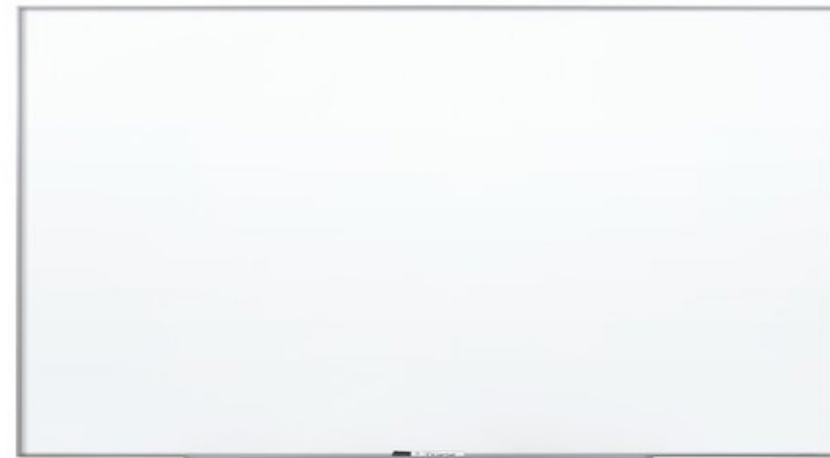
	DESCRIPTION	#	PRICE	AMOUNT
a	Ceramic Planter Terracotta, 8"	1	\$XX	\$XX
b	Modern Oversized Pendant Light Grey Felt, 32"	2	\$XXX	\$X,XXX
c	Dotted Wallpaper Black + White (price per roll)	2	\$XXX	\$XXX
d	Ceramic Planter with Stand Ivory, 12"	1	\$XXX	\$XXX
e	Slim Frame Dry Erase Board Silver, 4' x 8'	1	\$XXX	\$XXX
f	Wall Pocket (markers + remotes) Light Grey	2	\$XX	\$XX
g	AV Setup (contracted) TV, Mount, Camera, Microphones	1	\$X,XXX	\$X,XXX
h	Swivel Bar Stool Stainless Steel	8	\$XXX	\$X,XXX
i	Group Work Standing Table Walnut Laminate	1	\$X,XXX	\$X,XXX
j	Stone Pen Cup Black Marble	1	\$XX	\$XX
k	Textured Accessory Tray Black	1	\$XX	\$XX
l	Under Table Hook Black	4	\$XX	\$XX
m	Open Top Trash / Recycler, SM Stainless Steel	1	\$XX	\$XX
TOTAL			\$XX,XXX	



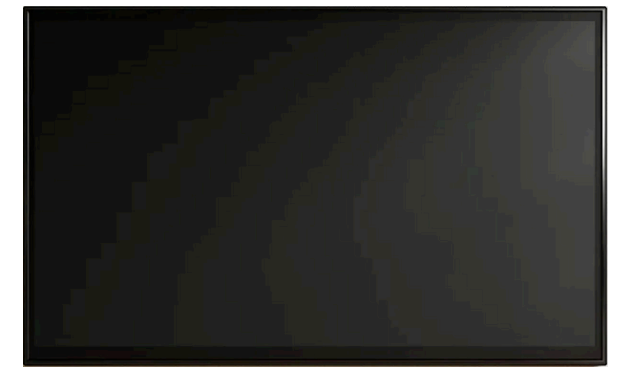
(oversized felt pendants act as acoustic treatment)



(wallpaper behind tv)



(marker storage)



(remote storage)



x8



(pen cup)



(tray for accessories)

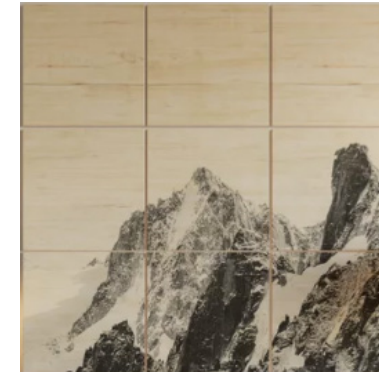
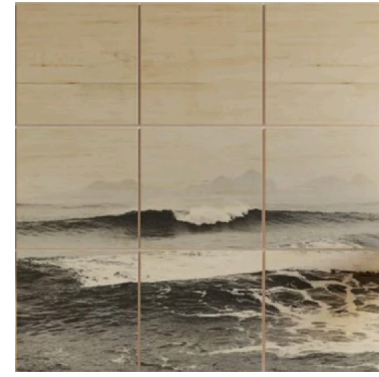


(coat / bag hook)



Work for 24

	DESCRIPTION	#	PRICE	AMOUNT
a	Wood Panel Art - Nature Prints Black + White Photography, 5' x 5'	3	\$XXX	\$X,XXX
b	Open Shelving / Room Divider Black + Oak	2	\$X,XXX	\$XX,XXX
c	Tabletop Planters, Set of 2 Terracotta + Grey Cement, 6"	3	\$XX	\$XXX
d	Curated Cabinet Top Accessories (Tray, Pen Cup)	3	\$XX	\$XXX
e	End-Cap Open Cabinet Walnut Laminate	3	\$X,XXX	\$X,XXX
f	Curated Desk Accessories (Monitor Arm, Bag Hook)	24	\$XXX	\$X,XXX
g	Curated Shared Desk Accessories (Lamp, Clamp on Power, Trash)	12	\$XXX	\$X,XXX
h	Height Adj Desk System, 4-Pod White, Grey, Ply Edge	6	\$X,XXX	\$XX,XXX
i	Designer Adjustable Task Chair Black	24	\$XXX	\$X,XXX
j	Modern Recycled Color Crates Various Colors	36	\$XX	\$X,XXX
k	Comfort Accessories - As Needed (Anti-Fatigue Mat, Foot Rest)	6	\$XX	\$XXX
TOTAL			\$XX,XXX	



(oversized 5' artwork)



(tray for accessories)



x24



(communal storage + room divider)



(pen cup)



x6



(communal storage)



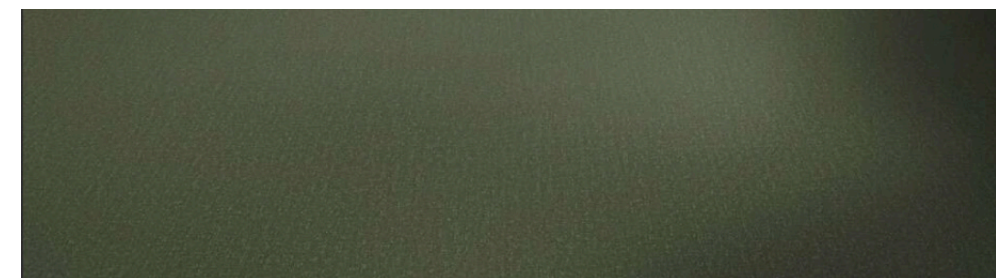
x24



x24



(purchase as needed)



(area rug under workstations)



Work Breakout

	DESCRIPTION	#	PRICE	AMOUNT
a	Slim Mobile Dry Erase Board Silver, 3' x 6'	1	\$XXX	\$XXX
b	Floor Planter Terracotta, 12"	1	\$XXX	\$XXX
c	Floor Planter Grey Cement, 10"	1	\$XX	\$XX
d	Designer Glass Phone Booths Black + Grey + Light Wood	2	\$XX,XXX	\$XX,XXX
e	Modern Oversized Pendant Light Grey Felt, 32"	2	\$XXX	\$X,XXX
f	Group Work Bar Table Walnut Laminate	1	\$X,XXX	\$X,XXX
g	Curated Accessorie Set (Tray, Pen Cup)	1	\$XX	\$XX
h	Decorative Power Strip Tan + Black, 6' Cord	1	\$XX	\$XX
i	Heavy Duty Floor Cable Cover Grey Metal, 40"	1	\$XX	\$XX
j	Under Table Hook Black	4	\$XX	\$XX
k	Swivel Bar Stool Stainless Steel	8	\$XXX	\$X,XXX
l	Open Top Trash / Recycle Cans Stainless Steel + Black Decals	2	\$XXX	\$XXX
m	Modern Coat Rack Olive Green	1	\$XXX	\$XXX
TOTAL			\$XX,XXX	

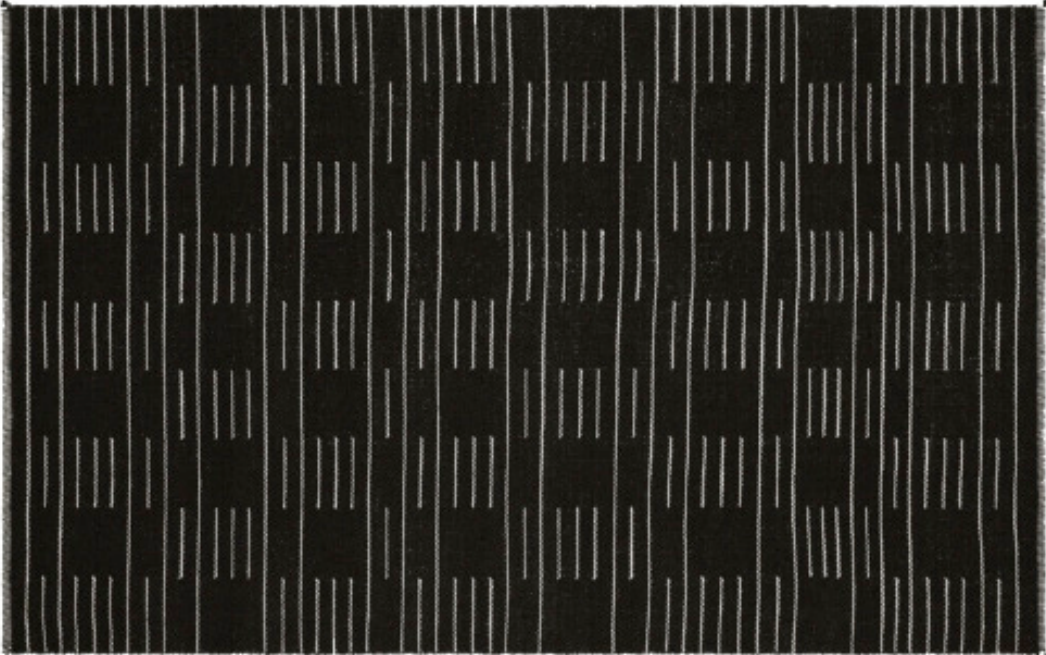


Work Lounge

	DESCRIPTION	#	PRICE	AMOUNT
a	Custom Oversized Peg Board Plywood, 8'	1	\$XXX	\$XXX
b	Shapes Throw Pillow Brown + Black, 20"	2	\$XX	\$XXX
c	Boucle Throw Pillow Off-White, 18"	2	\$XX	\$XX
d	Mid Century Swing Sconce Black	1	\$XXX	\$XXX
e	Curated Tabletop Planter Set of 5 Gray, Off-White, Green, Bronze	1	\$XXX	\$XXX
f	Retro Plant Stand / Table Black	1	\$XX	\$XX
g	Modern Armless Side Chair Leather	2	\$XXX	\$X,XXX
h	Decorative Power Strip Tan + Black, 6' Cord	1	\$XX	\$XX
i	Mid-Century Coffee Table Marble + Walnut, 30"	1	\$XXX	\$XXX
j	Ottoman with Handle Grey + Leather	2	\$XXX	\$XXX
k	Patterned Rug + Pad Grey + Tan, 8' x 10'	1	\$X,XXX	\$X,XXX
l	Ceramic Planter with Stand Ivory, 14"	1	\$XXX	\$XXX
TOTAL			\$XX,XXX	

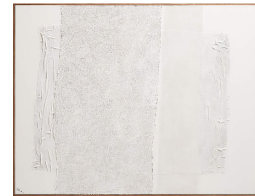


(flexible pegboard shelving)



Conference Room

	DESCRIPTION	#	PRICE	AMOUNT
a	Slim Frame Dry Erase Board Silver, 4' x 8'	2	\$XXX	\$X,XXX
b	Wall Pocket (markers + remotes) Light Grey	2	\$XX	\$XX
c	Floor Planter Grey Cement, 12"	1	\$XX	\$XX
d	Floor Planter Terracotta, 10"	1	\$XXX	\$XXX
e	AV Setup (contracted) TV, Mount, Camera, Microphones	1	\$X,XXX	\$X,XXX
f	Side Table with Handle Black	1	\$XXX	\$XXX
g	Squares Lumbar Cushion Olive	1	\$XXX	\$XXX
h	Bench with Seat Cushion Walnut, Grey	1	\$X,XXX	\$X,XXX
i	Tube Linear Lighting Black, Glass	1	\$X,XXX	\$X,XXX
j	Curated Art Wall Various Materials	1	\$XXX	\$XXX
k	Oval Conference Table Walnut, 108"	1	\$X,XXX	\$X,XXX
l	Curated Tech Accessories (Integrated Power, Cable Cover)	1	\$XXX	\$XXX
m	Curated Desk Top Accessories (Pen Cup, Wifi, Tray)	1	\$XX	\$XX
n	Upholstered Conference Chair Grey	7	\$XXX	\$X,XXX
TOTAL			\$XX,XXX	



(curated art wall)

(extra seating)

(marker storage)

(remote storage)

(integrated power)

(wifi)

(pen cup)

(tray for accessories)

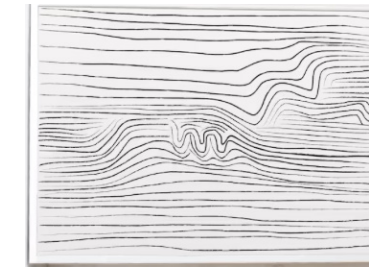
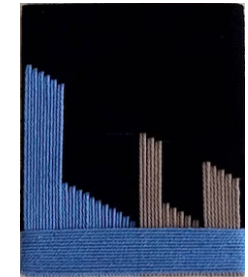
x7

Meeting Room

	DESCRIPTION	#	PRICE	AMOUNT
a	Slim Frame Dry Erase Board Silver, 4' x 8'	2	\$XXX	\$X,XXX
b	Wall Pocket (markers + remotes) Light Grey	2	\$XX	\$XX
d	Curated Art Wall Various Materials	1	\$XXX	\$X,XXX
e	Floor Planter Terracotta, 14"	1	\$XXX	\$XXX
f	Floor Planter Grey Cement, 10"	1	\$XX	\$XX
g	Curated Desk Top Accessories (Pen Cup, Wifi, Tray)	1	\$XX	\$XX
h	Round Conference Table Walnut, 60"	1	\$XXX	\$XXX
h	Upholstered Conference Chair Grey	5	\$XXX	\$X,XXX
TOTAL			\$XX,XXX	



(curated art wall)



x2

(marker storage)



(pen cup)



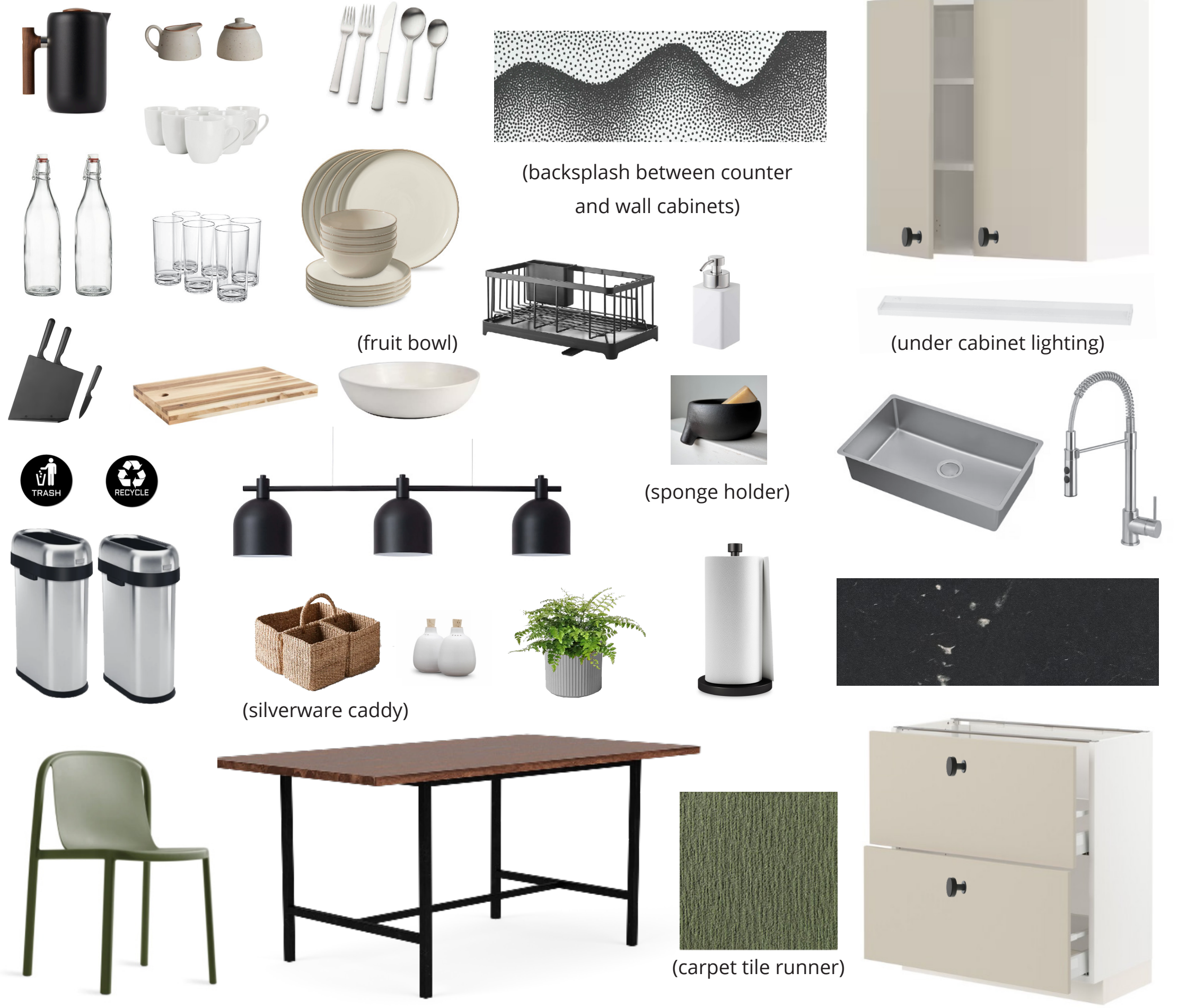
(tray for accessories)



x5

Kitchen + Dining

	DESCRIPTION	#	PRICE	AMOUNT
a	Curated Coffee Tools (for 24) (Carafe, Sugar/Cream, Mugs)	1	\$XXX	\$XXX
b	Curated Tableware (for 24) (Silverware, Glasses, Dishes)	1	\$XXX	\$XXX
c	Curated Counter Tools (Knives, Cutting Board, Fruit Bowl)	1	\$XX	\$XX
d	Dotted Wallpaper Backsplash Black + White (price per roll)	1	\$XXX	\$XXX
e	Curated Dishwashing Tools (Rack, Pump, Sponge Holder)	1	\$XX	\$XX
f	Custom Scandinavian Kitchen (Cabinets, Sink, Faucet, Counter)	1	\$X,XXX	\$X,XXX
g	Open Top Trash / Recycle Cans Stainless Steel + Black Decals	2	\$XXX	\$XXX
h	Modern Linear 3-Pendant Light Black	2	\$XXX	\$X,XXX
i	Curated Dining Accessories (Caddy, S+P, Plant, Towel Holder)	2	\$XXX	\$XXX
j	Molded Plastic Dining Chair Green	16	\$XXX	\$X,XXX
k	Industrial Dining Table Walnut, Black	2	\$X,XXX	\$X,XXX
l	Carpet Tile Floor Runner Green	1	\$XXX	\$XXX
	TOTAL		\$XX,XXX	



03

PROJECT BREAKDOWN

All costs have been listed here so there will be no surprises at the end.

Project Breakdown

FURNISHINGS	COST	GOAL	DESIGN FEES	COST	GOAL
Reception	\$XX,XXX	\$XX,XXX	Design Fee Estimate	\$XX,XXX	\$XX,XXX
Reception Lounge	\$XX,XXX	\$XX,XXX	Project Management Estimate	\$XX,XXX	\$XX,XXX
Reception Breakout	\$XX,XXX	\$XX,XXX	Installation Fee Estimate	\$XX,XXX	\$XX,XXX
Work for 24	\$XX,XXX	\$XX,XXX	<i>Subtotal</i>	<i>\$XX,XXX</i>	<i>\$XX,XXX</i>
Work Breakout	\$XX,XXX	\$XX,XXX			
Work Lounge	\$XX,XXX	\$XX,XXX	SUMMARY	COST	GOAL
Conference Room	\$XX,XXX	\$XX,XXX	Furnishings Subtotal	\$XXX,XXX	\$XXX,XXX
Meeting Room	\$XX,XXX	\$XX,XXX	Design Fees Subtotal	\$XX,XXX	\$XX,XXX
Kitchen + Dining	\$XX,XXX	\$XX,XXX	Contingency (5%)	\$X,XXX	\$X,XXX
<i>Subtotal</i>	<i>\$XXX,XXX</i>	<i>\$XXX,XXX</i>	Estimated Shipping (7%)	\$X,XXX	\$X,XXX
			Estimated Tax (8.75%)	\$X,XXX	\$X,XXX
			PROJECT TOTAL	\$XXX,XXX	\$XXX,XXX

Design estimates are provided as a reference, and may change based on project scope.

04

DESIGN APPROVAL

Before we can begin our next steps, this design must be approved.

Design Approval

By signing, you are agreeing to this proposal as it stands.

Any and all changes to the proposal moving forward are subject to a change request.

- I have reviewed each page of the proposal package and inspected the layout, visuals and itemized list.
- I have reviewed the project breakdown and agree to the costs associated with this design.
- I have communicated any questions or concerns to the Designer prior to design approval.

Signature

Date

05

CHANGE REQUEST

Changes to your design
after approval requires
a formal request.

Change Request Form

Requested by _____

Description of Change _____

Change Affects (check all that apply)

- layout ordering schedule other

Reason for Change _____

Possible Solution (if applicable) _____

Signature

Date

Once the proposal has been approved, your project has moved into a time-sensitive phase. Changes may affect deliveries, subcontractors, and other work, which can cause serious complications.

We require a formal change request in writing for each and every change desired.

Please make every effort to submit a change request as soon as possible to allow for adequate remedy.

We reserve the right to approve or deny the request depending on the scope, as sizable costs could be incurred should subcontractor or furnishing deliveries need to be altered or cancelled.

If the change request requires an adjustment to the timeline, project scope, and/or budget, we will charge an additional fee of \$500 an hour to generate a revised proposal or develop a plan that resolves the issue.

Any negligence or oversight by the Client that affects the timeline, project scope, and budget will be considered a de facto Change Request, and will need to be assessed for remedy.

The revised proposal will then need to be signed and dated by all parties. This process repeats for each and every change request received.

ruskin design