



## THE RETOUCH DESIGN PROCESS

*This checklist is designed to help you plan the project design phases*

### FIRST STEP - DISCOVERING THE NEED

NO COST

- We ask a series of questions to confirm that ReTouch is a good fit for your needs
- What do you want and need to accomplish with the project?
- What will your budget range and time constraints be?

*If you decide ReTouch is a good fit...*

### PHASE 1- EXPLORATION

\$1250

- Measure the space and create a full **“as-built” drawing**
- Meet for a **Conversational Sketch** to explore various floor plan options
- Refine the **floor plan** through several more meetings
- Create a **Scope of Work** rough draft to start understanding what will be involved and how much it could cost

*If the project isn't working yet, we re-work Phase 1*

*If we are on the right track...*

### PHASE 2 - DESIGN

3.5% of BUDGET

- Create **elevation drawings** to start seeing the space in 3 dimensions
- Our full team conducts a **site walkthrough** to plan and anticipate
- Additional **design meetings** (or more) may be required to capture the final design
- We visit suppliers and **select the products, colors and finishes product selections** with the help of our interior designers
- We create **“builder's set” of plans** including floor plan, elevations, roof plan and electrical plan

*If the project isn't working yet, we re-work Phase 2*

*If it is time to finalize the plans (floor plan and elevations)...*

### PHASE 3 - CONTRACT

NO UP FRONT COST

- We create the contract set of construction documents including:
  - Final **“permit set” of plans** including structural drawings and other details
  - Set of interior elevation drawings including cabinet layouts and fixtures
  - Final scope of work to be completed with accurate product and cost details
  - Finalized product selections
  - Contract and warranty documentation

### FINAL STEP - PRE-CONSTRUCTION MEETING

20% PRODUCT DEPOSIT

- We review the project details and sign the contract.

### THE PROJECT BEGINS!