



THE RETOUCH DESIGN PROCESS

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

FIRST STEP - DISCOVERING THE NEED

NO UP FRONT 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

NO UP FRONT COST

- Measure the space and create a full **“as-built” drawing**
- Create a **Scope of Work** rough draft to start understanding what will be involved and how much it could cost
- Meet to review budget proposal

If we are on the right track...

PHASE 2 - DESIGN

\$450 DESIGN DEPOSIT

- Our full team conducts a **site walkthrough** to plan and anticipate
- **Design meetings** to capture the final design
- We visit suppliers and **select the products, colors and finishes** **product selections** with the help of our interior designers
- Set of interior drawings including tile plan, cabinet design and fixtures

*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 scope of work to be completed with **accurate product and cost details**
 - Finalized **product selections**
 - Contract and warranty documentation

FINAL STEP - PRE-CONSTRUCTION MEETING

35% PRODUCT DEPOSIT

- We review the project details and sign the contract.

THE PROJECT BEGINS!