



## STAGE IT

### THE END-TO-END PROCESS

- 1** Fill out the initial inquiry form as it will let me know that you're interested in booking a service with me.

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  - 2** You will receive an email response from me. I'll be asking you to share inspiration pics for the project or any information about the space to be transformed (if any).

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  - 3** I will review your file. If we are a good fit, you'll receive onboarding documents such as a contract, a consultation session scheduler, and an invoice for the initial consultation to be settled before the scheduled meeting. All design packages include a mandatory onsite consultation.

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  - 4** During our consultation, we'll have an in-depth conversation within the allotted time. I'll ask numerous questions, see the space in person, and learn about your design goals and needs. Using this information, I'll create a design direction for you, either during our meeting or afterward, utilizing AI (artificial intelligence).

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  - 5** After our consultation I'll send you a brief recap email on what we discussed during the session, (1) resulting AI image for reference, and a custom proposal for the styling package suggested for you.
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- 6** This is when the real party starts! If you are still keen on working together, you must submit 50% contract invoice for the design work to begin!
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- 7** Please allow up to three weeks for the delivery of your formal design presentation. We will schedule a session (phone, video, or in-person) to review it together. Our design team uses Materio, a project management software, to organize your project and prepare selections for the final phase of design implementation.
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- 8** We ask that you provide feedback on selections in Materio so we can finalize all details in your design file. Once all selections are approved, we will start ordering and implementing your design choices to bring your vision to life! At this stage, we will collect the final payment balance due on the project.

Please note: Each package includes a specific scope and timeframe, which will be discussed during onboarding. Additional design fees may apply for delays in the project timeline or for tasks exceeding the initial scope.

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- 9** Once all the selections are ordered and installed, it's time for PICTURE DAY! We'll capture professional photos of your newly transformed and fabulous space!
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- 10** Within 30-90 days after your project is complete and the design is installed, we will reach out with a brief survey to gauge your overall experience working with our design team and to learn how your newly transformed space is holding up to everyday use.
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