

# Client Welcome Guide





# Hello there!

At Artifacts Interiors, we strive to create spaces that are custom tailored to our clients wants and needs. In order to do so, we have outlined some of our processes to help guide you through our pricing regarding your project.

While not every project that we encounter can be quantified under these terms, we have found that many do. Please review the below options and let us know if any of these packages sound like a fit. If one sounds close, but not quite, please feel free to ask questions and we can discuss final pricing prior to beginning the project. If we surpass the allotted time due to change orders and/or additions the hourly rate will take effect. Each phase is charged independently as the project progresses.

\*\*\* Ultimately the pricing will vary based on the size of the project, these packages are not a catch all, just a basis for discussion regarding our design services.

# Design Services— Starting Point



This service is set to be the starting off point for your project. During this programming phase, we can discuss your wants and needs, take measurements, and provide insight and preliminary design ideas.

**INITIAL CONSULTATION**

**\$200**

**NOTE: IF PROVIDED WITH PICTURES, MEASUREMENTS, AND DESIGN DIRECTION BEFORE THE CONSULT, WE CAN START TO PULL TOGETHER SOME THOUGHTS PRIOR TO THE APPOINTMENT.**

## **SOME THINGS THAT CAN BE EXPECTED BUT ARE NOT LIMITED TO:**

- ✓ Meeting with Designers for one to two hours
- ✓ Visit existing job site, commercial or residential, for site walk and tour
- ✓ View any existing construction documents or drawings
- ✓ Take note of any existing furnishings, materials, or accessories that may be incorporated into the design
- ✓ Discuss design style, color palette, and other preferences
- ✓ Discuss desired budget and timeline, as well as any restraints or considerations needed

# Single Room E-Design Single Space

- ✓ This package is to make it easy to re-do those standard size rooms in your space (max 150 sq. ft.) or give a light refresh to larger ones.
- ✓ Client Provides Pictures and Dimensions (Unless the Consultation was Purchased and Executed) of the space along with general parameters for what they hope to accomplish.
- ✓ Answers questions from designers in order to create well-functioning and customized space.
- ✓ Digital drawings as needed. A combination of space plans, elevations, and/or renderings.
- ✓ Digital Concept Board Options featuring furnishings, décor, and material options.
- ✓ 1 revision/amplification of project.
- ✓ Invoice for pieces selected or directions on how to purchase depending on what was decided at the start of the project.



\$895

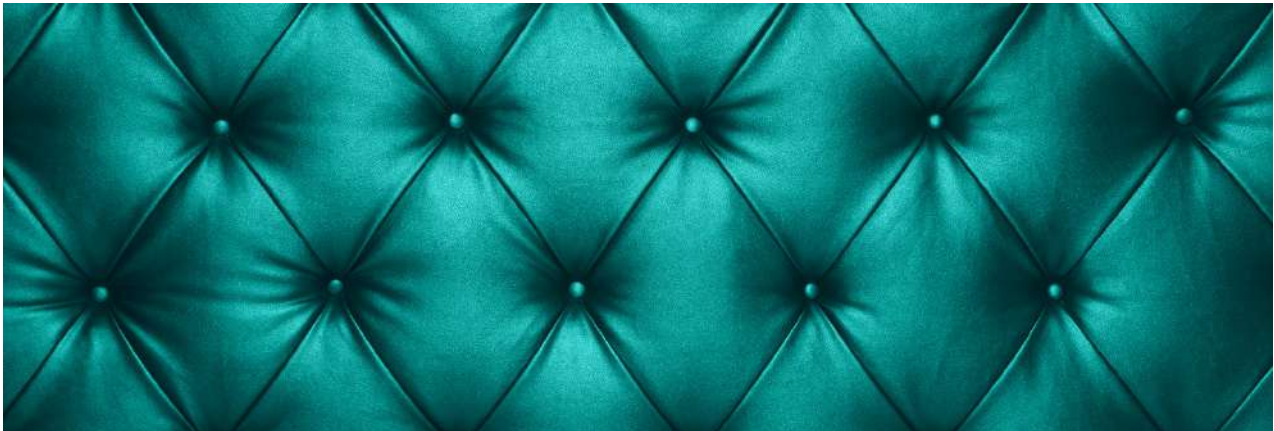


# DESIGN CONCEPT AND PRESENTATION

- ✓ This package is for a larger single space (max 500 sq. ft.) or light multi room renovation, but not the entire home.
- ✓ Digital drawings, combination of space plans, elevations, and/or renderings created based on the information acquired during the initial consultation.
- ✓ Advisement on project based on design expertise and parameters of project.
- ✓ Digital Concept Board Options featuring furnishings, décor, and material options for conceptual use.
- ✓ Designers will visit showrooms to acquire materials unique to your project to present with concepts.
- ✓ Light Furnishings, Fixtures, and Equipment specifications to provide starting off points for future specifications.
- ✓ On site meeting to discuss and present design concepts.
- ✓ 2 revisions/amplifications of project.
- ✓ Invoice for pieces selected or directions on how to purchase depending on what was decided at the start of the project.

\$2,195

# Multi Room & Comprehensive Design Concept & Presentation



## Multi Room Concept & Presentation

\$4,495

- ✓ This package is for a multi room (max 1000 sq. ft.) renovation, but not the entire home.
- ✓ Digital drawings, combination of space plans, elevations, and/or renderings created based on the information acquired during the initial consultation.
- ✓ Advisement on project based on design expertise and parameters of project.
- ✓ Digital Concept Board Options featuring furnishings, décor, and material options for conceptual use.
- ✓ Designers will visit showrooms to acquire materials unique to your project to present with concepts.
- ✓ Light Furnishings, Fixtures, and Equipment specifications to provide starting off points for future specifications.
- ✓ On site meeting to discuss and present design concepts.
- ✓ 2 revisions/amplifications of project.
- ✓ Invoice for pieces selected or directions on how to purchase depending on what was decided at the start of the project.

## Comprehensive Design Concept & Presentation

\$9,495

- ✓ This package is projected for Multi Room / Comprehensive Renovation Applications - 3500 sq. ft. Max.
- ✓ Digital drawings, including a combination of space plans, elevations, lighting/RCP, details, and/or renderings created based on the information acquired during the initial consultation.
- ✓ Advisement on project based on design expertise and parameters of project. Digital concept board options featuring furnishings, décor, and material options for conceptual use.
- ✓ Designers will visit showrooms to acquire materials unique to your project to present with concepts. Includes Building Materials and Furnishing Materials as applicable.
- ✓ Light Furnishings, Fixtures, and Equipment specifications to act as starting point for future specifications. On site meeting to discuss and present design concepts.
- ✓ 3 revisions/amplifications of project. We understand as we take on more details or larger spaces that we may need to refine our selections, this factors in time for that design process.
- ✓ Invoice for pieces selected or directions on how to purchase depending on what was decided at the start of the project.

# Design Services — Phase 2 “Management and Procurement”



**One or Two  
Designers**  
(Light Involvement)

**\$3,995**

- ✓ This package is tailored to clients that would like to be more involved with the design process and contractor management.
- ✓ Some designer specified materials, Furnishings, Fixtures, and Equipment for client selection based off of programming conversations.
- ✓ Some showroom involvement with client participation
- ✓ Representation at most meetings, client involvement required.
- ✓ Guidance and advisement for the client throughout the project.
- ✓ Working relationship with contractor throughout project. Light project management.
- ✓ Presence at additional “Approval Meetings” on site with options found by client, unless otherwise confirmed by designer.
- ✓ Representation at decision making meetings.
- ✓ Assistance obtaining furnishings and materials.

**One or Two  
Designers**  
(Full Service)

**\$5,495**

- ✓ This package is designed for assistance with a remodel with minimal client involvement. We always work in conjunction with our clients, but this package gives us the time to properly manage the project and make sure each detail is taken care of. 3000 sq. ft. max.
- ✓ Specification of all Materials, Décor and Furnishings. Along with the detailed application advice.
- ✓ Onsite attention to detail including physical brush outs of paint selections, subcontractor meetings, and multiple pieces review at required stage of project.
- ✓ Detail drawings and finish schedules for materials as requested by installers throughout the project.
- ✓ Heavy Designer Involvement in all selections, we will bring everything to you.
- ✓ Representation at most contractor meetings - full communication and working relationship with contractor throughout the project.
- ✓ Weekly Site Checks & Guidance and Advisement for Client throughout project.
- ✓ Project management during renovation & Assistance obtaining furnishings and materials.
- ✓ Arrangement of Storage, delivery, and installation of Furnishings, Fixtures, and Materials.

# Two Designers– (Turn Key – “From Construction to Q–Tips”)



This package is designed for a multi-room remodel, where the client will not be present for the majority of the project. Perhaps this project is not your primary residence and ✓ you would like it all handled for you or you do not enjoy the construction process. We will still consult you and work in your best interest, but this package is designed so that you are not required to be at the meetings, we will communicate with you as the project progresses.

✓ Specification of all Materials, Décor and Furnishings. Along with the detailed application advice.

✓ Onsite attention to detail including physical brush outs of paint selections, subcontractor meetings, and multiple pieces review at required stage of project.

✓ Detail drawings and finish schedules for materials as requested by installers throughout the project.

✓ Heavy Designer Involvement in all selections, we will bring everything to you and communicate the progress. We have allotted the extra time required to properly communicate all of the information needed as the project progresses.

✓ Representation at all contractor meetings - full communication and working relationship with contractor throughout the project. We become the contractors point of contact, so you do not have to worry about it.



# Two Designers— Continued



- ✓ Availability to give contractors access to home as required.
- ✓ Weekly site checks and status reports.
- ✓ Guidance and Advisement for Client throughout project.
- ✓ Comprehensive Project management during renovation.
- ✓ Assistance obtaining furnishings and materials as well as art and accessories as desired.
- ✓ Arrangement of Storage, delivery, and installation of Furnishings, Fixtures, and Materials.
- ✓ Meeting with and supervising installers as needed.
- ✓ Arrangement of final clean and preparation of a welcome space with details in place.

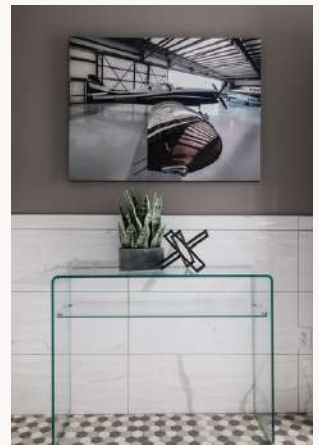
\$6,995

IF YOUR PROJECT EXCEEDS THESE GUIDELINES, FOR EXAMPLE A NEW BUILD PROJECT OR LARGE COMMERCIAL SPACE, PLEASE FEEL FREE TO INQUIRE. OUR TEAM HAS EXPERIENCE WITH THESE PROJECTS, HOWEVER THE PRICING WILL RANGE DEPENDING ON THE SCOPE OF WORK AND LEVEL OF INVOLVEMENT YOU WOULD LIKE.

# DESIGN SERVICES—PHASE 3 INSTALLATION

WE LIKE TO DESCRIBE OUR SERVICES AS “FROM CONSTRUCTION TO Q-TIPS” AND THIS IS WHERE THE HOURLY RATE WILL APPLY. THE HOURLY RATE SERVES AS A GUIDELINE FOR THE EXECUTION OF THE PROJECT FROM SCHEMATIC DESIGN PHASE TO COMPLETION. WHETHER YOU ARE WANTING US TO PROJECT MANAGE YOUR CONSTRUCTION NEEDS, MAKE MATERIAL SELECTIONS, DO DRAWINGS, OR STAGING IT IS BILLED AT THE HOURLY RATE.

\*\*IN SOME INSTANCES, YOUR SPACE MAY ONLY REQUIRE MINOR ADJUSTMENTS OR DOES NOT REQUIRE CONSTRUCTION OR PROJECT MANAGEMENT, IN THOSE INSTANCES WE WORK SOLELY OFF OF THE HOURLY RATE.



## HOURLY RATE – \$95 DESIGNER RATE \$145 TWO DESIGNER RATE

SOME ITEMS THAT ARE INCLUDED IN THIS FEE BRACKET, BUT ARE NOT LIMITED TO:

- FURNISHING AND DECOR SPECIFICATIONS
- FURNITURE PLANS
- WINDOW TREATMENT ELEVATIONS
- “DECOR DAY’S” - INSTALLATION OF ART AND ACCESSORIES
- EVENT PLANNING AND COORDINATION
- HOLIDAY AND CHRISTMAS TREE DECORATING



## CUSTOM FLORAL ARRANGEMENTS – \$35 PER HOUR

THIS CHARGE IS THE HOURLY RATE TO CREATE CUSTOM WREATHS, CENTERPIECES, AND MISC. FLORAL ARRANGEMENTS. WE CAN USE PIECES PROVIDED BY THE CLIENT, REFRESH EXISTING ARRANGEMENTS, OR WE HAVE A LARGE SELECTION OF STEMS AND CONTAINERS THAT WE CAN PROVIDE TO CREATE SOMETHING NEW FOR YOUR SPACE.



## ORGANIZATION/MOVING – \$55 PER HOUR PER DESIGNER

WHEN IT COMES TIME TO FINE TUNE A SPACE IT OFTEN REQUIRES SOME TIME AND EFFORT. OUR TEAM CAN HELP SIMPLIFY YOUR SPACE. SOME OF THE ITEMS INCLUDED IN THIS PRICE RANGE ARE:

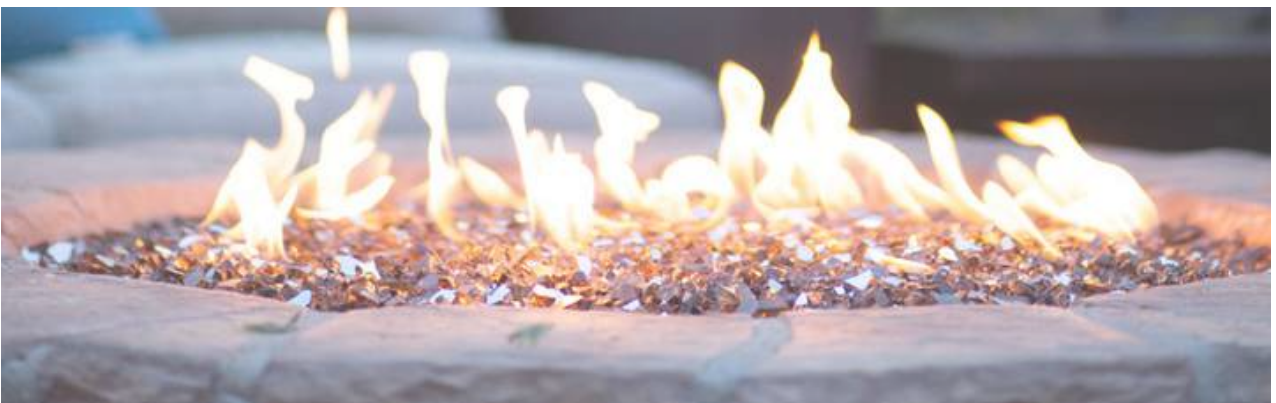
- PANTRY ORGANIZATION
- CLOSET ORGANIZATION
- OFFICE ORGANIZATION
- PLANTING FLOWERS
- FINDING CONTAINERS AND ORGANIZATION TOOLS TO CUSTOMIZE YOUR SPACE
- LIGHT FURNITURE RELOCATION (IF PIECES ARE SUBSTANTIAL, MOVERS WOULD BE HIRED AT AN ADDITIONAL COST)



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*So I found my true calling, helping people bring their surroundings to life by using finishes, colors, and "artifacts" that reflect who they are and what lifestyle they live!*

- AMANDA BILLINGS, OWNER



# Testimonials



Nancy V.

"Amanda is an award winning interior designer! Her talent and skills are outstanding! She has the ability, talent and skills to turn your work space, home or other living area into the "perfect" atmosphere for your needs or wants. If you are looking for quality, professionalism, and a "genuine smile"...contact Amanda...you'll be glad you did! She helped me de-clutter my office! What a difference it made!"

## Trevir– EXP Reality

"After following Amanda's work for a while, I knew that I needed her assistance! We are remodeling a house for the 80's. Amanda came over for a consultation and made my dreams all tie together! I'm so excited to have it done!!"



Noreen W.

Wayne and myself just want to Thank-you for the time and attention you gave to our Reno in our home in Scottsdale. The design and the product choice is outstanding and the fact you helped especially me to step out of my comfort zone a bit , and thank goodness I did. You did create our dream for us, above and beyond. You know your stuff that's for sure and I certainly would recommend you to anyone. You saved us so much time and steps and worry and wonder , you did it all and with such grace and ease. Would never have happened without you. Thanks again , hopefully one day in the future we will get to use you again.

# FAQ's

## What are your credentials? Did you go to school for design?

I have a Bachelors of Applied Science in Interior Design with a Minor in Anthropology from Northern Arizona University. And, I am a proud member of the American Society of Interior Design. This organization keeps me up to date by requiring Continuing Education Units and constantly exposing us to the latest and greatest in the design industry. I have also won two ASID awards, one each for a residential and commercial project.

## Do you have a specific style that you design in?

I am happy to say no. While my personal favorite is spanish modern / world traveler , I have designed everything from ornate traditional homes to branded contemporary for commercial spaces.

## Do you stick to specific vendors or can we shop anywhere?

When specifying for concepts we take the project parameters in mind. We can shop local or through our vendors. We attend market regularly and have great vendor and showroom relationships, so we will of course use those as we can, but if one of our manufacturers does not have what we need, we will research and find just the right fit for the project.

## Do you have a project minimum?

No, we do not require all projects to be large, nor do we have a square footage or pricing minimum. We take on individual rooms, multi room remodels, and new builds. We are also available for specific furnishings and custom florals. We operate under the from construction to q-tips motto, not project is too big or small :)

## What if I don't see my style represented on the website? Have you done more projects?

If you are looking for something you do not see, please reach out and ask to see if we have anything posted on social media or photos saved for future use. With award and publishing submissions we may have photographs from our most recent projects reserved, but may be able to share them with you upon request.

# Let's Get Started!

When I was young, I wanted to be two things.... An architect and an archaeologist! And some days a mechanic.... I ended up going to Northern Arizona University and obtaining a Bachelors of Science in Interior Design, with a minor in Anthropology. People fascinate me! I love to know why people are who they are and why they do the things they do. So I found my true calling, helping people bring their surroundings to life by using finishes, colors, and "artifacts" that reflect who they are and what lifestyle they live!

Those that have worked with me in the past know me as a little lady with some spunk, often found on job sites getting things done in a pair of heels or boots and my beloved measuring tape in hand. Creativity is truly a passion of mine, I LOVE to see a space pulled together. I find great joy in all of the little details that make a house a home.

I have ten years of experience in the interior design field doing everything from custom floral arrangements to construction project management. I am a hands on kinda girl, I love to select all of the materials and see them implemented in the finished product, and I'm not afraid to get my hands a little dirty to make it happen.

*Amanda Billings*



480-694-0437

[www.artifactsinteriors.com](http://www.artifactsinteriors.com)



## Design Services Letter of Agreement

I, \_\_\_\_\_, have read and understand the **Design Services** information provided by Artifacts Interiors, LLC.

After reading through my options, we have selected to proceed with \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that Special Order items will not be ordered until approved by the client and a 50% deposit is obtained. The balance will be due at the time of delivery.

Services cannot be started until a 33% retainer is received towards services. Payments on services will be collected at coordinating completion checkpoints. They can be paid according to an agreed upon payment schedule between myself and Artifacts Interiors, LLC.

Special Notes: \_\_\_\_\_

\_\_\_\_\_

Return policy varies based on vendor. Artifacts Interiors, LLC will strive to due diligence based on the individual and unique circumstances. Some unique circumstances may include but are not limited to; restocking fees, return shipping, and are contingent on original packaging, and/or no cuts or changes made to fabrics or materials.

I understand that Artifacts Interiors is an Interior Design Service. The members of this organization are not architects or structural engineers. Therefore, if drawings completed are for structural integrity, they will need to be approved by those licensed in their appropriate fields of expertise.

During the process of the project and upon completion, I understand that photography will be permitted for marketing and portfolio use by Artifacts Interiors LLC unless otherwise noted.

By Signing below, I acknowledge this agreement and all that it summarizes.

\_\_\_\_\_  
Client Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Artifacts Interiors - Owner

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date