

INTERIOR DESIGN SCOPE OF WORK TEMPLATE

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CLIENT

PROJECT TITLE

CLIENT NAME

AUTHOR NAME

TITLE

DATE

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CONTACT INFO

POINT OF CONTACT NAME

EMAIL ADDRESS

PHONE

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MAILING ADDRESS

PROJECT OVERVIEW

LOCATION Provide property address and specific floor(s) / area(s), if applicable:

ROOM(S)

PROPERTY USE How is the space used? Is the property residential? who lives at the property?

PROJECT SCOPE

STYLE PREFERENCES

GENERAL STYLE	LIKES	
	DISLIKES	
COLORS	LIKES	
	DISLIKES	
PATTERNS	LIKES	
	DISLIKES	
TEXTILES	LIKES	
	DISLIKES	
FURNISHINGS	LIKES	
	DISLIKES	
LIGHTING	LIKES	
	DISLIKES	
WINDOW TREATMENTS	LIKES	
	DISLIKES	
FLOORING	LIKES	
	DISLIKES	
OTHER	LIKES	
	DISLIKES	

EXISTING FEATURES

PERMANENT Describe any features requested to stay the same, i.e. furnishings, colors, etc.

ELEMENTS TO ENHANCE List any features to be highlighted:

ELEMENTS TO DISGUISE List any features to be disguised, i.e. support beams, heating / cooling units, etc.

NEW FEATURES

NEW ELEMENTS List any new elements to be incorporated:

NEW USE OF SPACE Describe any features desired to be incorporated such as a new workflow or traffic patterns:

MEASUREMENTS AND FLOORPLAN SKETCH

SCHEDULE

SCHEDULE OVERVIEW

IMPORTANT MILESTONES / DEADLINES

BUDGET

AMOUNT

ADDITIONAL FINANCIAL PROJECTIONS / NOTES

FURTHERMORE

Include any additional critical information

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