FIRST CONTACT

A PHONECALL, EMAIL OR MEETING TO INITIALLY DISCUSS YOUR PROJECT AND HOW WE CAN HELP.

INTIAL MEETING

AN ON SITE OR IN OFFICE MEETING TO DISCUSS THE PROJECT SCOPE, MAY INVOLVE A DESIGN QUESTIONNAIRE.

SEND QUOTE

A QUOTE WILL BE SENT TO YOU OUTLINING THE PROJECT AND THE PROPOSED FEE AND DEPOSIT REQUIRED.

SIGNED AGREEMENT & DEPOSIT

THE QUOTE NEEDS TO BE SIGNED AND A COPY RETURNED BACK WITH THE REQUIRED DEPOSIT.

PRELIMINARY DESIGN #1 of 4

YOUR IDEAS AND REQUIREMENTS WILL BE COMBINED INTO A FIRST DESIGN USUALLY CONSISTING OF FLOOR PLANS ONLY.

PRELIMINARY DESIGN #20F4

AFTER REVIEWING THE FIRST DESIGN YOUR CHANGES ARE INCORPORATED INTO A NEW DESIGN USUALLY CONSISTING OF FLOOR PLANS AND A FRONT ELEVATION.

PRELIMINARY DESIGN #30F4

AFTER REVIEWING THE NEXT DESIGN YOUR CHANGES ARE INCORPORATED INTO A NEW DESIGN USUALLY CONSISTING OF FLOOR PLANS AND A FRONT ELEVATION.

PRELIMINARY DESIGN #40F4

AFTER REVIEWING THE NEXT DESIGN YOUR CHANGES ARE INCORPORATED INTO A NEW DESIGN USUALLY CONSISTING OF FLOOR PLANS AND A FRONT ELEVATION.

ELEVATION APPROVAL

AFTER THE DESIGN IS FINALIZED THE REMAINING ELEVATIONS WILL BE DRAWN OUT FOR APPROVAL.

ELEVATION REVISION #1 OF1

AFTER REVIEWING THE ELEVATIONS YOUR CHANGES ARE INCORPORATED INTO A NEW DESIGN.

WORKING DRAWINGS

A FULL SET OF DRAWINGS FOR PERMIT AND CONSTRUCTION ARE COMPLETED.

WORKING DRAWING APPROVAL

AFTER REVIEWING THE FINAL DRAWINGS ANY MINOR NON-DESIGN CHANGES ARE INCORPORATED.

DRAWINGS PRINTED

5 SETS OF FULL SIZED DRAWINGS ARE PRINTED, A PDF CAN ALSO BE PROVIDED BY EMAIL.

FINAL PAYMENT

FINAL PAYMENT INCLUDING ANY CHANGE ORDERS MUST BE PAYED IN FULL PRIOR TO RELEASE OF THE DRAWINGS. WE ACCEPT CHEQUES, DEBIT AND CREDIT CARDS.

DRAWING PICKUP

PICKUP WILL BE ARRANGED OR THE DRAWINGS CAN BE COURIERED TO YOU AT YOUR CONVENIENCE.

ADDITIONAL DESIGN WORK

IF ADDITIONAL PRELIMINARY DESIGNS ARE REQUIRED. A CHANGE ORDER WILL BE PROVIDED AND WILL NEED TO BE SIGNED PRIOR TO THE NEXT DESIGN BEING PRESENTED.

ADDITIONAL WORKING DRAWING REVISION

IF ADDITIONAL REVISIONS ARE REQUIRED TO THE WORKING DRAWINGS. A CHANGE ORDER WILL BE PROVIDED AND WILL NEED TO BE SIGNED PRIOR TO THE NEXT DRAWING BEING PRESENTED.



Residential & Commercial Design Service
#406 - 8705 Young Rd., Chilliwack, BC V2P 4P3
Office: (604) 557-9465 Fax: 1(866) 614-8581
Email: Info@4ddraffing.com