



# NEW CLIENT BRIEF

## PRIMARY CONTACT INFORMATION

Date:

Address:

## CONTACT #1:

## CONTACT #2:

Name:	Name:
Day Phone:	Day Phone:
Evening Phone:	Evening Phone:
Fax:	Fax:
Cell:	Cell:
E-Mail:	E-mail:

PROJECT NAME: \_\_\_\_\_

## PROJECT DETAILS

Property Address (if different) \_\_\_\_\_

Room(s) (Example:4Bds + 4Baths: Finished basement)

Scope of Project \_\_\_\_\_

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## LIFESTYLE

Who lives at the property?

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How is the each space to be used? \_\_\_\_\_

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## STYLE PREFERENCES

The following questions are designed to provide us with a general description of your likes and dislikes regarding your personal style

Do you and your partner's style preferences agree?       Yes       No

Describe your preference and dislikes in fabric

<input type="checkbox"/> Paisley (teardrop shaped design)	<input type="checkbox"/> Stripe	<input type="checkbox"/> Plaid (crisscross design)	<input type="checkbox"/> Toile(French painting	<input type="checkbox"/> Silk
<input type="checkbox"/> Sheer	<input type="checkbox"/> Leather	<input type="checkbox"/> Suede	<input type="checkbox"/> Velvet	<input type="checkbox"/> Satin
<input type="checkbox"/> Subtle pattern	<input type="checkbox"/> Bold pattern	<input type="checkbox"/> Cotton	<input type="checkbox"/> Microfibre	<input type="checkbox"/>

Style- likes and dislikes \_\_\_\_\_

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Preferences of Color: (Check all that apply)

<input type="checkbox"/> Whites	<input type="checkbox"/> Blacks	<input type="checkbox"/> Reds	<input type="checkbox"/> Blues
<input type="checkbox"/> Oranges	<input type="checkbox"/> Jewel Tones	<input type="checkbox"/> Grays	<input type="checkbox"/> Green
<input type="checkbox"/> Burgundies	<input type="checkbox"/> Navy Blue	<input type="checkbox"/> Powder Blue	<input type="checkbox"/> Pinks
<input type="checkbox"/> Yellows	<input type="checkbox"/> Pale yellows	<input type="checkbox"/> Eggplant	<input type="checkbox"/> Mint Greens
<input type="checkbox"/> Lavenders	<input type="checkbox"/> Brown	<input type="checkbox"/> Beiges	<input type="checkbox"/> Tans

<input type="checkbox"/> Teals	<input type="checkbox"/> Earth tones	<input type="checkbox"/> Aquas	<input type="checkbox"/>
<input type="checkbox"/> Forest Greens	<input type="checkbox"/>	<input type="checkbox"/> Purples	<input type="checkbox"/> Bold
<input type="checkbox"/> Olive Greens	<input type="checkbox"/> Peach	<input type="checkbox"/> Pastels	<input type="checkbox"/> Neutrals
<input type="checkbox"/> Bright	<input type="checkbox"/> Subtle	<input type="checkbox"/> Warm Colors	<input type="checkbox"/> Cool Colors

Colors you dislike. \_\_\_\_\_ Favorite Colour? \_\_\_\_\_

Do you have a color theme in mind?  Yes  No

\_\_\_\_\_

Are there types of flooring you prefer?

<input type="checkbox"/> Hardwood	<input type="checkbox"/> Engineered Hardwood	<input type="checkbox"/> Laminate	<input type="checkbox"/> Natural Stone
<input type="checkbox"/> Concrete	<input type="checkbox"/> Tile	<input type="checkbox"/> Bamboo	<input type="checkbox"/> Cork
<input type="checkbox"/> Combination	<input type="checkbox"/> LVF	<input type="checkbox"/> Porcelain Tile	<input type="checkbox"/> Carpet

Are there types of window treatment you prefer?

<input type="checkbox"/> Custom Draperies	<input type="checkbox"/> Blinds	<input type="checkbox"/> Sheers	<input type="checkbox"/> Shutters
<input type="checkbox"/> Curtains	<input type="checkbox"/> Room Darkening	<input type="checkbox"/> Shades	<input type="checkbox"/> Sound & sun control
<input type="checkbox"/> Combination	<input type="checkbox"/> All Fabrics	<input type="checkbox"/> Natural Materials	<input type="checkbox"/> Metal
<input type="checkbox"/> Privacy	<input type="checkbox"/> Privacy glass	<input type="checkbox"/> Other	

Lighting- likes and dislikes \_\_\_\_\_

\_\_\_\_\_

Window treatments- likes and dislikes \_\_\_\_\_

\_\_\_\_\_

Other \_\_\_\_\_

\_\_\_\_\_

### EXISTING FEATURES

**What features will be staying in the scheme? (colours, furniture etc)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Which features need to be disguised?** \_\_\_\_\_

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Which features need to be enhanced? \_\_\_\_\_

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**NOTES** \_\_\_\_\_

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**TIMEFRAME & BUDGET**

What is your preferred time frame for this project? \_\_\_\_\_

What is your budget for the project? \_\_\_\_\_

**SPECIAL CONSIDERATIONS**

**Culture** \_\_\_\_\_

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**Allergies** \_\_\_\_\_

**Accessibility** \_\_\_\_\_

**Safety Concerns** \_\_\_\_\_

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**CURRENT ROOM DESCRIPTION**

Project Name: \_\_\_\_\_

**LIVING ROOM:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_

Special Features/  
Functions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DINING ROOM:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_

Special Features/  
Functions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**STUDY ROOM:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_

Special Features/  
Functions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FAMILY ROOM:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_

Special Features/  
Functions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**KITCHEN:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_

Special Features/  
Functions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BREAKFAST NOOK:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_

Special Features/  
Functions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**POWDER ROOM:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_

Special Features/

Functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LAUNDRY ROOM:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/

Functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MASTER SUIT:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/

Functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MASTER BATH:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/

Functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BEDROOM 1:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BEDROOM 2:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**BEDROOM 3:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/

Functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BEDROOM 4:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

**BATHROOM 1:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

**BATHROOM 2:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

**WETBAR:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

**GAMEROOM/GYM:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

**THEATRE/ MEDIA ROOM:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

**OTHER:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

**OTHER:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

**OTHER:**

Size: \_\_\_\_\_ Ceiling Height: \_\_\_\_\_ Orientation: \_\_\_\_\_  
Special Features/  
Functions: \_\_\_\_\_

**BASEMENT FEATURES**

**UTILITIES:**

Sanitary Sump \_\_\_\_\_ Location \_\_\_\_\_  
Storm Sump \_\_\_\_\_ Location \_\_\_\_\_  
Washer/Dryer \_\_\_\_\_ Electric \_\_\_\_\_ Gas \_\_\_\_\_  
Furnace/Water Heater \_\_\_\_\_  
Floor Drains \_\_\_\_\_ Electric Meter \_\_\_\_\_ Electric Panel \_\_\_\_\_  
Bath Rough in \_\_\_\_\_ Bath Finished \_\_\_\_\_  
Switched Light Fixtures \_\_\_\_\_ Pull Chain \_\_\_\_\_

**WINDOWS**

Cons. Type (Wood,Aluminum,vinyl) \_\_\_\_\_  
Operation \_\_\_\_\_ Fixed \_\_\_\_\_ Single Hung \_\_\_\_\_ Slider \_\_\_\_\_  
Casement \_\_\_\_\_ Double Hung \_\_\_\_\_  
Head \_\_\_\_\_  
Heights \_\_\_\_\_ Grids \_\_\_\_\_  
Size \_\_\_\_\_ Type \_\_\_\_\_  
Size \_\_\_\_\_ Type \_\_\_\_\_  
Size \_\_\_\_\_ Type \_\_\_\_\_  
Window Wells( Metal, conc.,other) \_\_\_\_\_

**DOORS**

Cons. (Wood, Aluminum, Vinyl) \_\_\_\_\_  
Side \_\_\_\_\_  
Lights \_\_\_\_\_ Transom \_\_\_\_\_  
Size \_\_\_\_\_ Grids \_\_\_\_\_

**STRUCTURAL**

GWB Type/Size \_\_\_\_\_  
1/2" \_\_\_\_\_ All/Wet Areas \_\_\_\_\_  
5/8" \_\_\_\_\_ All/Wet Areas \_\_\_\_\_  
Paint \_\_\_\_\_ Type \_\_\_\_\_



## FLOOR PLAN

Project Name: \_\_\_\_\_ Room Name: \_\_\_\_\_

Size(mm): \_\_\_\_\_



Notes: