

# THE PROCESS

“Every space has a story...  
*Let us tell yours”*

**TEXTURED**



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## WHAT HAPPENS DURING OUR PROCESS.

THIS DOCUMENT OUTLINES THE TXTURED PROCESS FOR DELIVERING HIGH-END INTERIOR DESIGN PROJECTS. IT PROVIDES A CLEAR, STEP-BY-STEP JOURNEY FROM INITIAL CONSULTATION AND CONCEPT DEVELOPMENT THROUGH TO DETAILED DESIGN, PROCUREMENT, AND INSTALLATION.

IT'S ESSENTIAL TO READ THIS DOCUMENT TO FULLY UNDERSTAND HOW OUR PROCESS WORKS, HOW WE CHARGE FOR EACH STAGE, AND WHAT'S EXPECTED ALONG THE WAY.

WE ARE ALWAYS ON HAND TO ANSWER ANY QUESTIONS.

"SIMON'S EYE FOR DESIGN AND COLOUR IS IMPECCABLE. IT IS ARTSY, CHIC, ELEGANT AND ELEVATED. THERE ARE TIMES WHERE I STRUGGLED TO ENVISION THE SPACE ON PAPER AND WANTED TO SEE OTHER OPTIONS BUT WAS ALWAYS SO GLAD THAT I WENT WITH SIMON'S CHOICE IN THE END. IT WAS ALWAYS BETTER!"

— ANASTASIA G

# RESIDENTIAL PROCESS

TAKE A PEEK AT OUR PROCESS WHICH IS EXPLAINED  
MORE THROUGHOUT THIS DOCUMENT

## 1. DISCOVERY CALL

We will arrange a brief 15-30 minute virtual consultation session to delve deeper into your preferences and gather essential details about your space.

## 2. SITE MEETING CONSULTATION

If our services align with your needs, we will schedule either an in-person or virtual consultation session. This is the pivotal moment where we delve into the scope.

## 3. FEE PROPOSAL

Based upon the insights captured during our consultation session, we will carefully craft a personalised fee proposal tailored to meet your unique project specifications.

## 4. ONBOARDING & SITE VISIT

Upon signing the fee proposal, we start the onboarding process and arrange a site visit. Depending on your brief and project scope of works, we will conduct a feasibility survey.

## 5. CONCEPT DESIGN

Our next step involves developing an initial design concept. This will include inspiration, mood, colours, materials and initial layout ideas. This will be adjusted, typically allowing three revisions per project.

## 6. DEVELOPMENT

After the initial concept is signed off, we will finalise furniture, fixtures, and materials selection, design bespoke joinery, suggest window treatments, and draft floor plans. We will also provide 3D renders of your space.

## 7. CONSTRUCTION

Once the final furniture, fixtures and plans have been signed off, we enter the construction phase, where skilled contractors bring the project to life, following our detailed documentation and spec sheets.

## 8. COMPLETION

The final phase of the project is where we hand over to you. We conduct a comprehensive walkthrough with you, ensuring every detail meets your satisfaction and expectations for your new space.



# CONSULTATION



## *The initial consultation*

After your discovery call, the next stage in our process is an in-person design consultation. This is a great opportunity to meet us in person and gives us a better understanding of the project. This is crucial for us to understand the scope of works for the project.

During our consultation process, we'll delve deep into understanding your lifestyle and how you use your space. We'll discuss your daily routines, lifestyle preferences, and any specific needs or challenges you may currently have.

Through in-depth and comprehensive conversations, we'll gather valuable insights to inform our design proposal.

Our aim is to lay a solid foundation, ensuring the proposed design aligns seamlessly with your unique lifestyle and requirements.

£250.00 (ex Vat)

One-time fee which is then deducted from the proposal should you wish to move forwards.

# FEE PROPOSAL



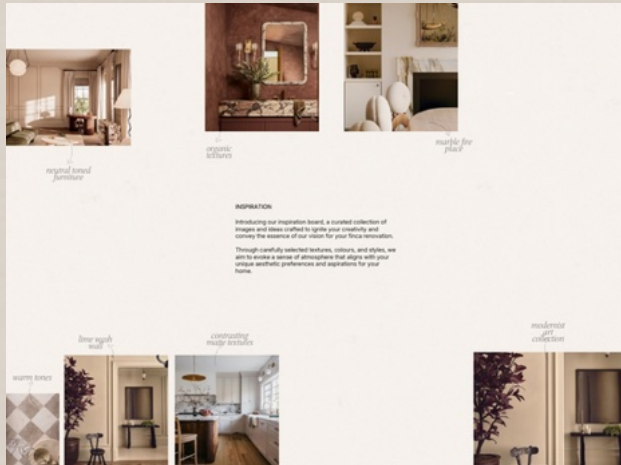
## Issue fee proposal

Our fee proposal is based on the scope of works agreed following the initial consultation, and we will confirm this scope before issuing the proposal to ensure accuracy. We offer a flat fee for the design stage, covering everything from initial concepts through to design development. It will also outline how we charge for the procurement and installation stage.

We're here to answer any questions you may have at this stage, ensuring clarity and transparency.

<p><b>01 SITE ANALYSIS</b></p> <p>Upon appointing our company as Interior Designers for the project, we would arrange a meeting with you, conduct a site visit, measure the site and local area, and perform a feasibility study of the proposed internal.</p> <p>Est 1 week</p>	<p><b>02 DESIGN CONCEPT AND DEVELOPMENT</b></p> <p>Once the concepts have been broken, we will move onto developing the design and start to specify all of the items. This will then be presented in person client presentation.</p> <p>We will prepare and inventory all necessary furniture, FF&amp;E, and artwork. We select and specify furnishings, window treatments, art, and accessories. A FF&amp;E cost plan is created in accordance with your budget. The client will be responsible in taking in deliveries unless the client would prefer a third party to take in and install products, inventory at their own cost.</p> <p>Once the inventory is confirmed, no major changes are permitted. Full payment is required upfront for inventory orders.</p> <p>Est 1-2 weeks 01000 - 1500</p>
<p><b>03 CONCEPT DESIGN</b></p> <p>We will propose a design concept showing the concept design narrative for the bedrooms, original inspiration underpinning the designs:</p> <ul style="list-style-type: none"><li>• Inspiration and mood boards</li><li>• Space Plan for general arrangement</li><li>• Concept design narrative, direction and colour palette</li><li>• Materials and finishes selection</li><li>• Design concept and mood boards</li><li>• Lighting Scheme and Window Treatments</li><li>• Once you've chosen your design style, we'll create beautiful images, after finalising the concept, with no major changes</li></ul> <p>Once you are happy with the overall proposals for each area, we will ask you to sign and transfer the space plan (there is further major changes) which will enable us to start the Design Concept.</p> <p>We have allowed for 2 client meetings, and 2 sets of revisions within the concept stage. Amendments and meetings over and above this would be charged pro-rata at our hourly rate or for a pre-agreed fee.</p> <p>Est 1-2 weeks 0000 - 1500</p>	<p><b>04 FF&amp;E AND INSTALLATION MANAGEMENT</b></p> <p>Once the design is approved, we will place all of the orders and arrange for installation with necessary contractors.</p> <p>Est 1000 0000 - 1500</p> <p>Our design fee is based on that TEXTURED will be placing all orders for all FF&amp;E on the project.</p> <p><b>TOTAL DESIGN GBP + TAX</b></p> <p>Invoice 30 days from 08.09.25</p>

# SITE SURVEY AND CONCEPT DESIGN



## *Site Survey, onboarding and concept design*

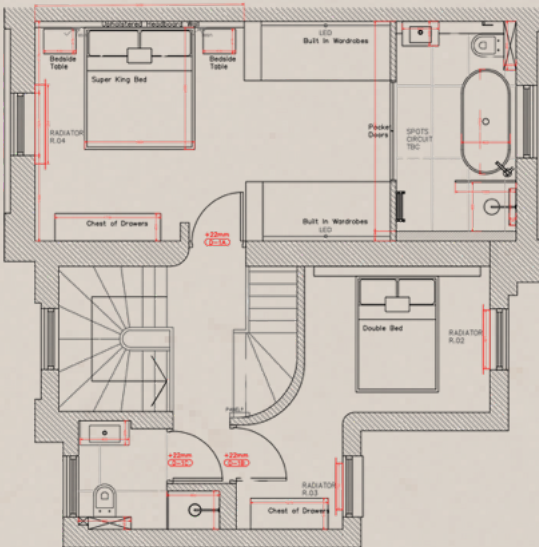
Once the fee proposal and accompanying scope of works document are approved, we move into the next stage of the process.

For existing properties, we'll carry out a full site survey to gather the details we need; for new builds, we'll work closely with the architect to review plans and ensure alignment with the project vision.

From there, we'll begin crafting initial concepts for each space outlined in the scope. This includes producing preliminary general arrangement plans and concept designs, supported by mood boards and indicative material samples.

This stage sets the design direction for the project, balancing creativity with practicality, and ensures we're fully aligned before moving into the next phases.

We will present our concepts in a beautifully detailed document and arrange a meeting for feedback once you've had time to review. We'll then work on any revisions and present the updated concepts, repeating this process until the stage is signed off.





# DESIGN DEVELOPMENT



## *Design development*

In this stage, we take the initial concepts and bring them to life by refining the details and sourcing all the elements that will define the final design. This is where the vision starts to take shape, we'll select and specify everything from flooring, tiles, finishes, and paint colours to fabrics, furniture, and lighting.

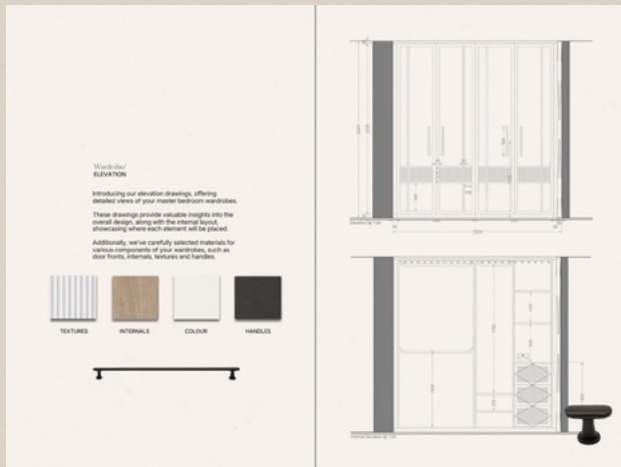
Detailed elevations and sample trays for each space will help to ensure every decision aligns with the overall design direction.

We refine and produce the final general arrangement plans, elevations, and detailed drawings that define bespoke joinery, architectural details, and key design elements like fireplaces and bathrooms.

We will present our samples in beautiful trays so you are able to see and feel them and visualise them altogether.

We'll then work on any revisions and present the updated designs, repeating this process until the stage is signed off.

The design fee takes us up to this stage.





# PROCUREMENT AND PROJECT MANAGEMENT

Item	Product Name	Status	Ship Date	Delivery Date	Install Date	Supplier
Pendant Light	Monda Pendant	New	21 Nov	29 Nov	30 Nov	In-Good Company
PL-01	Bricks D	New	21 Nov	22 Nov	22 Nov	Est Lighting
Triple Pendant Light	Indi Pendant Triple XL	New	21 Nov	21 Nov	21 Nov	Est Lighting
PL-02	Artek	New	23 Nov	23 Nov	23 Nov	Est Lighting
Pendant Light	Monda Pendant	New	16 Nov	21 Nov	28 Nov	Lightingwright
PL-01	Bricks D	New	04 Nov	13 Nov	22 Nov	Est Lighting
Pendant Light	Delta 4	New	11 Nov	21 Nov	23 Nov	Rich Brilliant Willing
PL-03	Rich Brilliant Willing	New	21 Nov	21 Nov	18 Nov	Est Lighting

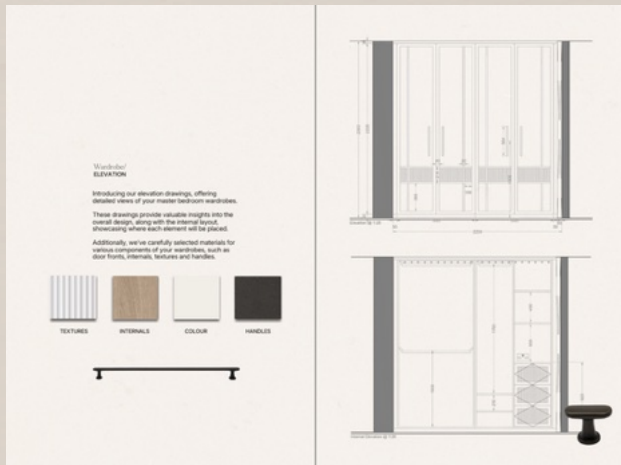
## Procurement and project management

Now that the designs are signed off, we move into the procurement stage, where we ensure the design vision is delivered seamlessly. We work closely with the main contractor to coordinate the entire process, creating a detailed programme of works to ensure everything arrives on site at the right time.

Our team will place all orders and handle every aspect of procurement, from liaising with suppliers and manufacturers to tracking deliveries and coordinating with the contractor.

For larger projects, we'll arrange for off-site storage to hold items until the installation phase, ensuring that all furnishings, finishes, and fittings are installed at once for a smooth and cohesive finish.

At this stage, we add a flat 15% fee on all orders, which covers project management, ordering, coordination with builders, and being on hand to address any issues that arise, keeping the project on track and stress-free. Wherever possible, we offer a minimum of 10% trade discount on orders, passing on savings to our clients.



## INSTALLATION AND SIGN OFF



### *Installation*

Once everything is delivered and the site is ready, we move into the installation and styling stage. This is where the design vision comes to life. We oversee the delivery and installation of all furniture, furnishings, and decor, ensuring every element is placed exactly as intended.

Once everything is installed, we move on to styling, adding the final layers of character and charm with art, accessories, and soft furnishings.

This is something we discuss we approach the end of the project. Our team meticulously dresses each space to create a polished, luxurious look, paying attention to every detail. We'll also provide a care and maintenance pack for all supplied items, ensuring they stay beautiful for years to come.

# PAYMENTS AND COMMUNICATION

## PAYMENTS

40% of the design fee is due upon agreement of the fee proposal to commence stage one. A further 50% is payable once stage one has been signed off and before stage two begins. The remaining 10% is due upon project completion.

Please note that 100% payment is necessary before placing any orders for materials or furnishings.

We believe this payment structure maintains transparency and fosters a collaborative partnership throughout the design process.

## OFFICE HOURS

Monday to Friday, from 9:00 AM to 5:00 PM GMT.

We are closed on weekends and public holidays. However, we are available for scheduled appointments outside of regular office hours when necessary. Please contact us for more information.

## COMMUNICATION

For communication, we use a collaborative platform, ensuring seamless project management and transparency.

We prefer to keep all main communication via email to keep everything together and organised, but we can use WhatsApp for quick questions if needed. We'll check with you on your preferred method of communication.

## EXPECTATIONS

We appreciate timely and constructive feedback.

Adhering to agreed-upon timelines ensures smooth progress and exceptional results for our clients, reinforcing our commitment to a collaborative and successful design experience.



NEXT

STEPS

The first stage in our process is a discovery call, followed by an in-person design consultation. Please get in touch to arrange yours.



## GET IN TOUCH

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