

## PRELIMINARY REVIEW MEETING

- 01 Initial (email or phone) conversation to discuss scope, timing, budget, and set up our first on-site meeting = "Discovery"

## DISCOVERY MEETING

- 02 Further discussion about scope, impact to the home, style, needs, wants, functions. Measure and photograph the spaces

## CONCEPTUAL DESIGN

- 03 A high-level scope of work is written partnered with a floor plan design concept that captures the design intent to create a budget range

## DESIGN AGREEMENT SIGNED BY THE CLIENT

- ★ A signed design agreement generates the partnership with Titus and yourself to take the high-level scope of work and floor plans to the details specific to your desires where the Vendors can now create a hard budget.

## ON-SITE VENDOR WALK-THRU

- 04 Titus conducts an on-site Vendor walk-thru with the scope of work and the floor plans. The Vendors have 5 working days\* to generate hard numbers to execute the desired outcome.

## SELECTIONS, FINISHES, FIXTURES

- 05 The Titus Interior Designer will work with you to coordinate all selections, finishes, fixtures, cabinet drawings, electrical plans

## PRESENT HOME IMPROVEMENT

- 06 Titus will present the final project package. Floor Plans/Selections/Details with a Budget. Upon education coordinating the desires with the budget, adjustments are usually made

## HOME IMPROVEMENT AGREEMENT SIGNED BY THE CLIENT

- ★ A signed construction agreement generates the partnership with Titus and yourself to build your project.

## CONSTRUCTION ADMINISTRATION

- 07 Project permit is applied for, Buildertrend calendar of events is built, Selections are finalized and entered in Buildertrend, Working drawings are completed, Production schedules an on-site CPR meeting with the client to discuss logistics. (or via Zoom)

## SELECTIONS ARE APPROVED BY THE CLIENT

- 08 All selections, scope, details and floor plans are entered into Buildertrend.com and the client approves each one prior to the start of the project.

## CONSTRUCTION PHASE

- 09 Project begins. Electrical/Pre-drywall walk-thru is mandatory for the client to attend. Other periodical walk-thrus will be scheduled. Constant communication with Titus team through phone, text, email and Buildertrend photos

## BIG FINALE

- ★ Titus walks your home with you to complete the punch list, verify it's all ready for your move in, send out a customer survey, celebrate with you on your new space!