



# HOUSE ENVY

INTERIORS & DESIGN

introduction guide

# THANK YOU

FOR INQUIRING

Thank you for considering House Envy Interiors Inc. for your project. We would love the opportunity to create a beautiful and functional space for you and your loved ones to enjoy.

At House Envy Interiors Inc. we're passionate about creating a space that you love so much there is no other place you would rather be.

In this guide, you'll find information about our signature design process, as well as details about our services, the investment for working together, and more. Having us by your side throughout your project ensures your investment in your home is protected, maximized, and fully realized, leaving nothing to chance.

We look forward to learning more about your unique project.

*Christy Lawson*

House Envy Interiors Inc.





# OUR MISSION

IN EVERYTHING WE DO

*"The ultimate goal at House Envy Interiors Inc. is for you to enjoy an exciting design experience and a beautiful finished project. Our comprehensive process allows us to create a space that tells your unique story and serves as the backdrop for a lifetime of unforgettable moments."*

-Christy Lawson

# BEFORE YOU'RE A CLIENT

## GETTING TO KNOW YOU

### 01 DISCOVERY CALL, *complimentary*

In this complimentary 20 minute discovery call, we'll discuss your type of project, project goals, timeline, and budget. We'll share about our process to determine if we're a good fit and answer any questions you have about working together.

### 02 PROPOSAL

After the 20 minute discovery call, we'll prepare a detailed proposal to outline the scope of work, suggested project budget, and estimated timeline. Once approved, you'll receive a contract to officially confirm your spot on our design calendar.

# ONCE YOU'RE A CLIENT

EVERY PROJECT BEGINS WITH YOU

## 01 GETTING STARTED DETAILS

Once it's official, we'll schedule your in-home kickoff meeting and send over additional details to help us understand your design style, lifestyle, and project goals.

## 02 IN-HOME KICKOFF MEETING

During this 90-minute in-home meeting, we'll take pictures and measurements, catalog your existing furniture, if applicable, and get to know you and your family and more detail about your project.

## 03 DESIGN TIME

With a full understanding of your lifestyle, design aesthetic, and project goals, we'll move into our detailed design phase to prepare the perfect plan for your space.

# OUR DESIGN PROCESS

## 01 | THE DESIGN PHASE | INTERIOR RENOVATION

This phase includes:

- 90 minute in-home kickoff meeting
- Research phase
- Creation of floor plans and interior elevations
- Sourcing of materials, fixtures, furnishings and samples
- 3D black and white/fully rendered drawings
- In-home design presentation
- Design support & revisions

Timeline: 10-12 weeks

Depending on the scope of work, this phase may take 10-12 weeks or longer from the date of your kickoff meeting.



# OUR DESIGN PROCESS

## 01 | INTERIOR STYLING

This service includes:

- 90 minute in-home kickoff meeting
- Research/sourcing phase
- Creation of furniture floor plans
- Sourcing of materials, fixtures, furnishings and samples
- Style board(s) (if required)
- Invoicing, procuring and warehousing sourced items
- Styling home (1-2 days)
- Photographing space

Timeline: 10 weeks

Depending on the scope of work, this phase may take 8-10 weeks or longer from the date of your kickoff meeting.





# OUR DESIGN PROCESS

## 02 | THE PROCURMENT MANAGEMENT PHASE | INTERIOR RENOVATION

This phase includes:

- Sourcing of materials, fixtures, furnishings and samples
- Documenting material and colour selections
- Style boards
- 3D renderings
- Quotes from approved suppliers
- Invoicing for furniture, finishes and fixtures

Timeline: 8-10 weeks

Depending on the scope of work, this phase may take 8-10 weeks or longer from the date of your kickoff meeting.





# OUR DESIGN PROCESS

## 03 | THE PROJECT MANAGEMENT PHASE | INTERIOR RENOVATION

This phase includes:

- Coordinate trade day (in-home site visit with trades/GC)
- Ordering and purchasing specialty fixtures and products
- Coordinating and managing orders
- Correspondence with trades/GC during construction
- Visiting the project to oversee work being done
- Coordinating deliveries and shipments
- Providing status updates throughout your project

Timeline: Construction phase

Depending on the scope of work, this phase typically takes the duration of the construction project.



# OUR DESIGN PROCESS

## 03 | THE INSTALLATION | INTERIOR RENOVATION AND INTERIOR STYLING

This phase includes:

- Coordination of delivery of your goods
- Onsite management by our team on your install day
- Hand-selected accessories to complete your space
- Styling of your finished rooms
- Post-install design support
- Photograph space

Timeline: 1-2 days typically

Depending on the size of your project, there may be more than one full installation day.





# INVESTMENT

WHEN WORKING WITH HOUSE ENVY INTERIORS INC.

## DESIGN FEES

The investment for our services begin with either a flat fee for full scale interior styling projects and an hourly rate for interior renovations/additions projects. Design fees will be outlined in your proposal following your complimentary 20-minute discovery call.

## BUDGET

Our clients typically have furnishing budgets beginning at \$20,000 and/or renovation/build budgets beginning at \$125,000.

## PRODUCTS

We source from a variety of retail and to-the-trade vendors and price our products so they are competitive with retail. Invoices for furnishings are due prior to order placement.

## SHIPPING & DELIVERY

Our vendors require that items are shipped to a receiving warehouse so they can be received, inspected, and stored. When your home is ready for soft furnishings, House Envy Interiors Inc. will provide delivery and assembly.

*Shipping and delivery fees are between 15-20% of the furniture budget.*

# FURNITURE INVESTMENT

EVERY PIECE IS CHOSEN WITH YOUR LIFESTYLE IN MIND

Below is a general range of the investment our clients typically make in their furniture. We love to mix custom, retail, and one-of-a-kind vintage pieces in every design. If a special piece is outside of the approved budget range, we will notify you in advance before we incorporate it into your design.

SOFA	\$3,000-8,000	DESK	\$1,200-4,000
SECTIONAL	\$6500-12,000	KING BED	\$2,000-5,500
LOUNGE CHAIR	\$1,500-4,000	QUEEN BED	\$1,500-4,200
OTTOMAN	\$500-2,000	TWIN BED	\$1,300-3,000
COFFEE TABLE	\$1,000-3,000	NIGHTSTAND	\$900-3,000
TABLE LAMP	\$125-500	PILLOWS	\$100-450
FLOOR LAMP	\$225-600	CUSTOM DRAPES	\$1,500-5500+
CONSOLE TABLE	\$800-3,000	OFF-THE-SHELF DRAPES	\$500+
AREA RUG/PADS	\$2,000-4,000	DRAPERY HARDWARE	\$500+
DINING TABLE	\$1,500-10,000	ARTWORK	\$600-3,000+
DINING CHAIRS, EACH	\$500-2,000	ACCESSORIES/ROOM	\$3000+
SIDEBOARD	\$2,500-5,000	BEDDING	\$800+
BAR STOOLS, EACH	\$600-1,500	DRESSER	\$1500+





## CLIENT LOVE

THE HONOR IS ALWAYS OURS

*"It was the first time using an interior designer for our project and she made us feel completely comfortable. We would highly recommend her."*

-C and M Beare

# COMMUNICATION

## IS KEY TO A SUCCESSFUL PROJECT

### OUR COMMITMENT TO YOU

Proactive communication is essential to keeping your project running smoothly. It is our goal to provide clear and frequent updates so you always know the progress of your project.

### BUSINESS HOURS

Our business hours are Monday - Friday 8:00 am to 4:00 pm, and you can always expect a response to your emails and phone calls during this time.

### PROJECT CORRESPONDENCE

Email is our preferred method of communication so we have a record of everything happening with your project. Every second Friday, you'll receive a personalized email providing clarity into our progress, detailing any decisions we need from you, and sharing what's next.

To provide you with a streamlined and stress-free design experience, we limit text messaging to quick turnaround situations, and do not use texts or social media messages for project correspondence.



# FREQUENTLY ASKED QUESTIONS

SO YOU KNOW WHAT TO EXPECT

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## HOW MUCH SHOULD I BUDGET?

We work with clients in a few different ways so we can accommodate different budgets. For our full service interior styling projects, our clients typically have furnishing and project budgets beginning at \$20,000. We charge both a flat fee/hourly for our design services depending on which service you choose and you'll know the design fee/estimated hours upfront at the time we start your project. Our design fees begin at \$3,000 for interior styling projects and \$7500 for interior renovation/addition projects.

## WILL I RECEIVE YOUR TRADE PRICING?

We are fortunate to have relationships with so many talented vendors and we love incorporating custom and one-of-a-kind pieces to make every design unique. These relationships require a time and financial commitment, and it is our policy to price our products so they are competitive with retail.

Our pricing includes managing the entire ordering process for you, so you never have to lift a finger.

## CAN YOU USE MY EXISTING PIECES?

While we do our best to incorporate heirlooms and antiques into your design if they are compatible with the layout of the space and your design aesthetic, we cannot guarantee the inclusion of your existing pieces.

## HOW MUCH TIME DOES THIS PROCESS TAKE?

Every project is unique and we'll provide an estimated timeline in your proposal. The design phase takes anywhere from 8-10 weeks for interior renovation/addition projects. From there, ordering, furniture production, shipping, and project management can take anywhere from 16-24 weeks or more. The design phase for full scale interior styling projects can take anywhere from 2-12+ months.

A typical interior styling project takes about 2-6+ months from start to finish, and a renovation or build project can take a year or more. We recommend securing a designer 6-8 months in advance of any upcoming deadlines.

# FREQUENTLY ASKED QUESTIONS

SO YOU KNOW WHAT TO EXPECT

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## HOW OFTEN CAN WE TALK?

Once we've officially started your project, we're available by email during business hours and are happy to schedule calls to talk through any questions you have about the process. We'll find out upfront how involved you want to be and how often you want updates, then we'll manage the communication from there so you can enjoy the process without overwhelm or anxiety.

## CAN YOU RECOMMEND A CONTRACTOR/TRADES?

Partnering with professional tradespeople is a crucial part of our process. We'll work with our team of trades to prepare estimates for the work we recommend and oversee their progress throughout your project. If you are already working with or require a licensed general contractor, your proposal will detail how we'll communicate and collaborate with their team to ensure a seamless process.

## WHAT IF I DON'T LOVE THE DESIGN?

The research phase of every project is incredibly detailed and thorough so we have a complete understanding of your design style *and* lifestyle. Every proposal includes a certain number of reselections. In cases where you are unsure of an item and it's something we know you'll love, we'll state our case as to why it's "the one" for you. These items are oftentimes the ones our clients tell us they love most.

## WHAT IF THERE ARE ISSUES?

We'll be working closely together for an extended period of time, and there may be delays or frustrations along the way. It is our commitment to manage any issues and provide open and honest communication so you are never left in the dark. We pride ourselves on providing an enjoyable and seamless experience and a beautiful end result.





## NEXT STEPS

WE'D LOVE TO CONNECT

Once again, we are honored to be considered for your project and would love to learn more about you and your family.

The next step from here is to schedule a 20-minute complimentary discovery call so we can talk more about your project goals, budget, and timeline and answer any questions you have about working together. You can find a date and time that work for your schedule by clicking this link

<https://www.houseenvy.ca/book-a-consult>

If after the call we determine it's a good fit, we'll prepare a detailed proposal for your project.

Thank you again for taking the time to reach out. We look forward to hearing from you.

*Christy Lawson*

INTERIOR DESIGN  
DESIGNER-NCIDQ