



## Design services

### Methods and Procedures:

- Clients are provided with a proposal for services outlining our recommended scope of work. Proposals are produced via project evaluation provided from a site visit or review of drawings in the showroom. Site visits for project evaluation are provided free of charge. In addition to a scope of work proposals also include an estimate of hours not to exceed a certain amount without client approval. Hours are broken down below estimate to show each service included and how long each service is estimated to take.
- Preliminary Lighting plans are provided for review in the showroom or at project site. Walk throughs and reviews with client's installer are available upon request.
- Upon approval a final lighting plan with wiring diagram, dimension set, fixture specification and installation package and detailed fixture schedule will be provided.

### Services Offered:

- Site measurements
- Drafting for drawing conversion from PDF, or hand drafted plans into Auto-cad
- Drafting for Reflected Ceiling Plan (RCP)
- Drafting for Wiring Diagram
- Drafting for Dimension set
- Fixture specification (Fixture specification and fixture installation package are included in this service)
- Detailed fixture schedule noting fixture type, location, lamping and dimming protocol
- Photo Calculations and renderings
- On site or in showroom meetings with Electrician or GC to assist with installation
- Fixture check in and review to insure products are correct and in good condition prior to installation
- Aiming and fixture adjustment on site

### Fees:

- Services are billed at \$150 per hour. Fees are due 15 days from date of invoice. \$300 is due at the time the Design Service Agreement is signed.
- Clients are billed upon receipt of preliminary drawing and fixture specification package. On-going projects are billed monthly as project proceeds.