



CLIENT QUESTIONNAIRE

Please fill out the following questionnaire to the best of your ability so we may be better equipped to meet your design needs. The following questions may prove useful for defining and understanding the scope of the project. Please mail, scan & email, or fax to AYI & Associates at your convenience.

CONTACT INFORMATION:

NAME	
ADDRESS	
CITY, STATE, ZIP	
PRIMARY PHONE	
SECONDARY PHONE	
PRIMARY EMAIL	

ARCHITECTURE:

YEAR BUILT	
ARCHITECTURAL STYLE	
LAST REMODEL	
FLOOR PLANS AVAILABLE?	
SQUARE FOOTAGE	
ROOMS TO CONSIDER	
NUMBER OF BATHS	
OUTDOOR AREAS TO CONSIDER	



BUDGET:

OVERALL BUDGET: _____

PLEASE CONSIDER AND QUALIFY THE FOLLOWING MATERIALS FOR THIS PROJECT:

	BUDGETED AMOUNT	MID-RANGE	HIGH-END	NOT IN THIS BUDGET	NO PREFERENCE
ARCHITECTURAL FINISHES (tile, counters, paint, etc...)					
FURNITURE					
ARTWORK					
LIGHTING					
FIXTURES (doorknobs, faucets, etc...)					
TEXTILES (fabrics & wallpaper)					
WINDOW COVERINGS					
CARPET & RUGS					
APPLIANCES					
AUDIO EQUIPMENT / ELECTRONICS					
ACCESSORIES					
PLANTS					
OUTDOOR					
OTHER:					



PLEASE LIST DESIGN PRIORITIES IN NUMERICAL ORDER:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

PLEASE SPECIFY AREAS THAT ARE NOT MOST IMMEDIATE, BUT YOU MAY WANT TO DO AT SOME POINT:

INTERESTING QUESTION: HOW MUCH IS TOO MUCH FOR A SOFA? (this will inform me of your design preferences)

PROJECT MATERIALS:

Will this be professionally cleaned?	
Are pets or children to be considered when choosing materials?	
Do you prefer the use of environmentally friendly products?	
Are there materials or colors you do not want to use?	



WHAT FIVE ADJECTIVES BEST DESCRIBE THE DESIRED OUTCOME FOR YOUR PROJECT?

- 1.
- 2.
- 3.
- 4.
- 5.

HOME DESIGN:

Do you rent or own?	
Are you currently living in the space?	
If not, when would you like to move in or have project finished by?	
How long do you plan on living there?	
When do you wish the place to be fully furnished?	
When do you plan on reselling or moving?	
When do you plan on redesigning your home again? 2yr, 5yr, 10yr?	

DESIGN PROCESS:

Are you comfortable communicating via email? How do you wish to communicate?	
Do you prefer to shop with me or do you prefer to receive information via email and/or meetings?	



Do you wish for me to speak directly to other contractors or would you prefer all communication to go through you? Specify who you would like for me to speak with directly?	
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I AM AVAILABLE TO PERFORM ALL OF THE TASKS LISTED BELOW; HOWEVER, IF YOU WISH TO KEEP DESIGNER COSTS DOWN, MARK AN "X" NEXT TO THE FOLLOWING TASKS YOU WISH TO ASSUME:

X	
	Provide Exact Measurements
	Provide Architectural Drawings
	Place and Track Orders (excluding those I must order, such as items available to designers only or at a discount to designers only)
	Receive Deliveries, Pick-Up Pre-Ordered Items and Make Returns
	Inform Me of All Costs- including deposits, labor, gratuities, taxes, insurance, freight and deliveries, so the I can maintain and up-to-date budget or
	Maintain a budget and provide a copy to me on a regular basis.
	Arrange Client-Designer-Contractor Meetings.
	Oversee Contractor's Schedules and Installation- including their comprehension and adherence to my specifications while communicating any discrepancies and /or questions to me.

Thank you for taking the time to complete this questionnaire.
Please Mail, Fax, or Scan @ Email this to us at your convenience.
 - Ashley Yeates Lathrop