

## Tommy D's Windows Doors & More, Inc.

### Cabinetry Design Process

Thank you for choosing Tommy D's for your cabinetry project! We look forward to working with you! Below is an overview of what you can expect through this process.



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#### Step 1: Complimentary Design Consultation

Your project will begin with a complementary consultation at our showroom. To help make the most of your appointment, please bring:

- Photos: Bring pictures of both your existing space and inspiration photos for your project
- Floor plan: a rough floor plan view sketch of the space with approximate dimensions
- Samples: bring selected or potential samples to be used in the space (flooring, paint color, tile, etc.)

During your consultation, your designer will discuss project goals, style preferences, budget, and timeline. You will also receive an overview of the different cabinetry and countertop lines we offer. At this time, you will have an opportunity to check out cabinet and countertop samples to bring home.

\*Please note: if a client cannot provide measurements, a non-refundable \$135 measurement fee will be applied. If the client moves forward with the project, this fee can be credited to the downpayment.

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#### Step 2: Initial Design & Preliminary Quote

Following your consultation, your designer will begin developing your project based on the information gathered during your showroom appointment. During this phase you will receive:

- An initial 3D perspective design to help visualize your space
- An opportunity to review the design and request revisions to ensure your vision has been accurately interpreted before drawings are submitted for pricing
- A preliminary project quote based on the revised design

\*Please note: drawings may be reviewed during your design appointment, however, dimensioned drawings and design files remain the property of Tommy D's and will not be released until the design retainer has been received.

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#### Step 3: Design Retainer

Once you have reviewed your preliminary design and quote, a non-refundable design retainer is required to continue with the project. The retainer demonstrates your commitment to moving forward and allows your designer to continue refining the plans, coordinating product selections, and preparing for final measurements and ordering. Should you choose to purchase cabinetry from Tommy D's, the design retainer will be applied as a credit towards your required project deposit.

Designer Retainer Fee:\$ \_\_\_\_\_ (calculated as a flat rate per room based on customization level)

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#### Step 4: In-Home Field Measure

After your selections are finalized, your designer will schedule an in-home assessment and field measure to verify all dimensions before ordering. Any necessary adjustments will be made to the drawings to ensure an accurate fit.

\*Please note: if the designer's field measurements differ from the dimensions originally provided, pricing and material quantities may need to be adjusted and quotes are subject to change.

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#### Step 5: Final Approval & Order Placement

Once all revisions have been completed, you will review and approve the final drawings and pricing. To place your order, the remaining balance of Tommy D's standard 50% deposit is due. Orders will be submitted only after:

- Final drawings and pricing are approved
- The required deposit has been received

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#### Step 6: Delivery and Installation

When your cabinets arrive, your designer will contact you to coordinate delivery and/or installation. The remaining project balance is due upon delivery/installation. Your designer will remain available throughout the process to answer questions and help ensure your project is completed successfully.

## Measurement Guide & Checklist

- All dimensions should be in inches
- All centerlines are to be referenced to the closest adjacent wall
- AFF=above finished floor dimension (ie: from floor to bottom of the windowsill)

Guide to Measuring a Room:

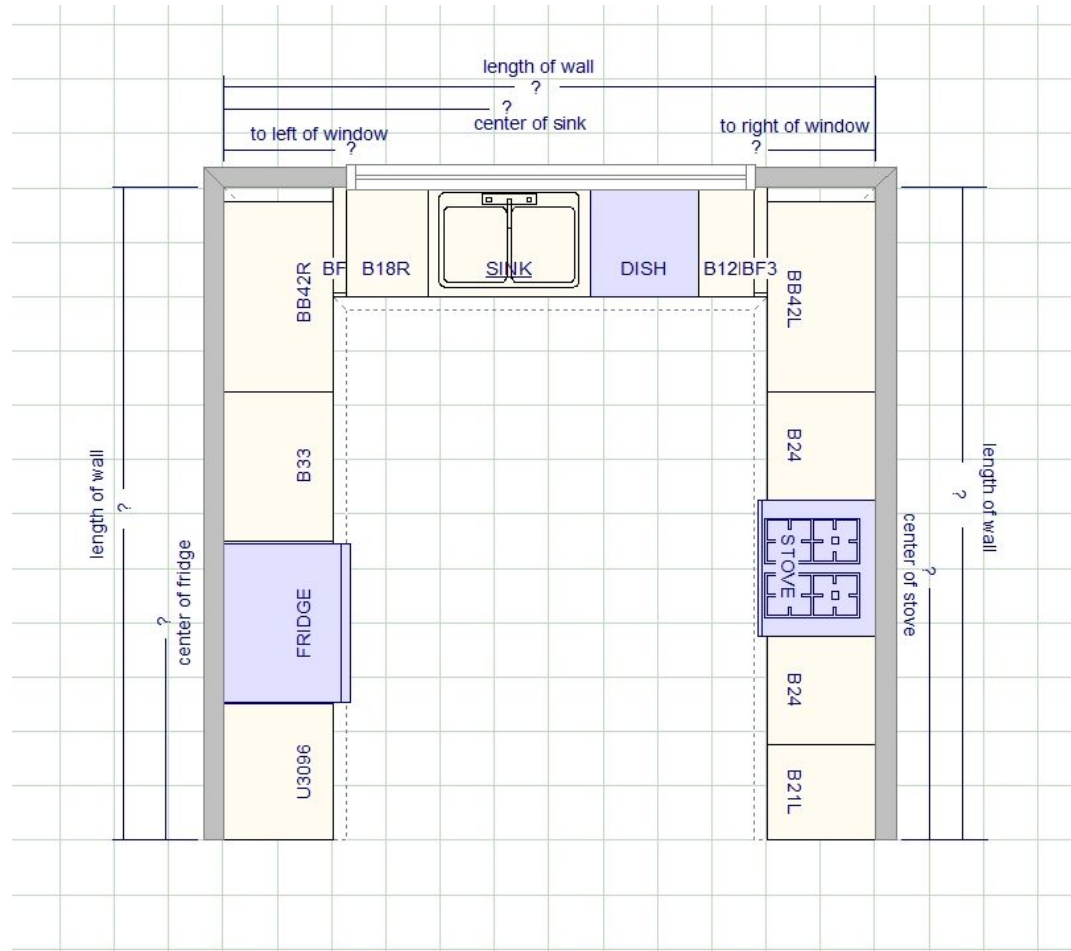
Step 1: Draw out the shape of the room on paper. This does not have to be to scale, just a rough space plan large enough to add measurements to

Step 2: Indicate all the windows, doors, openings, and ceiling height

Step 3: Go and fill in the actual measurements. Indicate all water, gas, and electrical locations

Step 4: Remember to use walls as your starting reference point when locating centerlines

Step 5: Indicate adjacent rooms, walkways, doorways, and the front of the property



Placeholder image

Checklist:

- ☐ All walls and openings
- ☐ Windows and doors including trim
  - Window: \_\_\_\_\_ x \_\_\_\_\_ Door: \_\_\_\_\_ x \_\_\_\_\_ (width and height)
- ☐ Appliance centerlines indicated on plan
  - SINK STOVE COOKTOP REFRIGERATOR OTHER: \_\_\_\_\_
- ☐ Ceiling height on each wall
  - \_\_\_\_\_
- ☐ Indicate switches and outlets
  - Switch (S) Outlet (O)