



### Services Offered & Billing Terminology Checklist

The following is a glossary of the terminology used in our billing which also details the typical stages of a project and the various kinds of services we offer. They are listed in the usual order of service. You may choose one, some, or all, depending on your needs. Please take time to go over them; they are the beginnings of your education and will help define our services and your expenses:

- \_\_\_\_\_ Travel Time: Any and all time traveling away from our office on your behalf.
- \_\_\_\_\_ Initial Consultation: Site assessment and recommendations on various possibilities. Ideas, needs assessment, budgetary and product counseling.
- \_\_\_\_\_ Measurement: Recording the dimensions and physical characteristics of the assigned room and applicable adjacent spaces. May also include photographs and tape recordings of meetings.
- \_\_\_\_\_ Drafting & Design: Transferring measurement data into our computer-aided design program, AutoCAD. Applying talent, training, expertise and experience to solve problems of space and meet the needs of the client(s). Modifications to existing drawings to reflect changes.
- \_\_\_\_\_ Conceptual Plans: An existing floorplan, and one or more proposed remodel floorplans for approval.
- \_\_\_\_\_ Plans for Permit: An existing floorplan, an approved proposed floorplan with demolition and construction details, an electrical floorplan. Some localities, such as San Francisco, also require a plot plan showing your house on the lot with lot number in existing and proposed views and exterior elevations of changes such as new windows and doors which show on the outside of your home. *These are NOT included without substantial additional charges for the measurement and drafting of these areas.*
- \_\_\_\_\_ Cabinet Plans: a numbered cabinetry floorplan with nomenclature and dimensions (suitable for factory order); elevations (wall views), and/or shop drawings. May also include a specific or generic, written cabinet order, at your request.
- \_\_\_\_\_ Consultation: Ideas, advice and opinions on products, individuals and services. By phone, fax, email, in writing, or in person.
- \_\_\_\_\_ Research: Phone calls, faxes, product research, compiling data.
- \_\_\_\_\_ Shopping/Purchasing: Most clients prefer to do their own shopping and purchasing with our guidance. For those who prefer full service, we offer a separate fee schedule detailed in our letter of introduction.
- \_\_\_\_\_ Receiving Product: Any product we purchase for you is our responsibility, therefore we must be at the delivery site to receive it, checking for shipping damage and the accuracy of the order received.
- \_\_\_\_\_ Project Management: Any activity on your behalf, while the project is underway, until completion.

**Note: Kitchen Artworks will not be responsible for the effects of client or contractor variations in our final specifications in cabinetry, appliances, or remodeling details. Changes have consequences, which are not always apparent to the lay person. Please advise us of such changes when you make them so that we may assess the impact and advise you whether the results may be negative in any way.**