



ONLINE DESIGN

CLIENT TOOLKIT

SHARP+GREY
INTERIORS



Online Design, or E-Design is an Interior Design service created with Do-It-Yourself clients in mind. We will be working together virtually and communicating via email, phone and video conference.

Online Design is a more affordable alternative to Full Service Design because you will execute the site survey, purchasing, installation, and project management yourself, leaving you with money left in the budget for amazing furnishings!

HOW IT WORKS

YOU PROVIDE:

- Photos & Dimensions
- Investment Calculator
- DIY Purchasing
- Installation

WE PROVIDE:

- Complete Design Plan
- Physical & Digital Design Kit
- Design Narrative
- Ongoing Support

WHAT YOU'LL RECEIVE

ROOM LAYOUT

A detailed floorplan showing location of furnishings, light fixtures, and finishes.

SOURCE LIST

Comprehensive specifications for each item selected, as well as links for purchasing.

MATERIAL SAMPLES*

Physical samples of fabrics, wallpaper, paint, tile, etc. so you can feel and touch before you buy.

PHYSICAL & DIGITAL DESIGN PACKAGES

Presentation showing the design plan, color palette, how selections work together, notes on installation, and more.

FOLLOW-UP DESIGN REVIEW MEETINGS

ONE ROUND OF REVISIONS

Up to 5 re-selections per room.

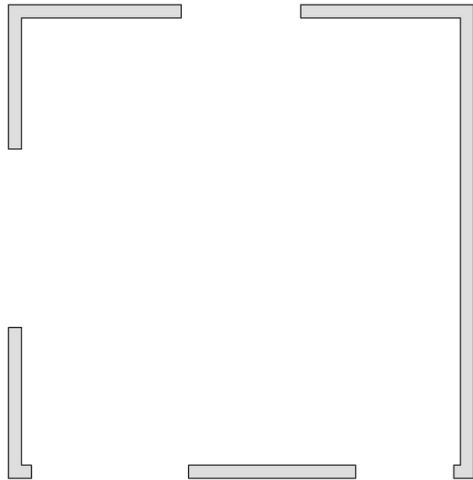
DIY GUIDE

A step-by-step guide that will give you total confidence to see your project through to completion.

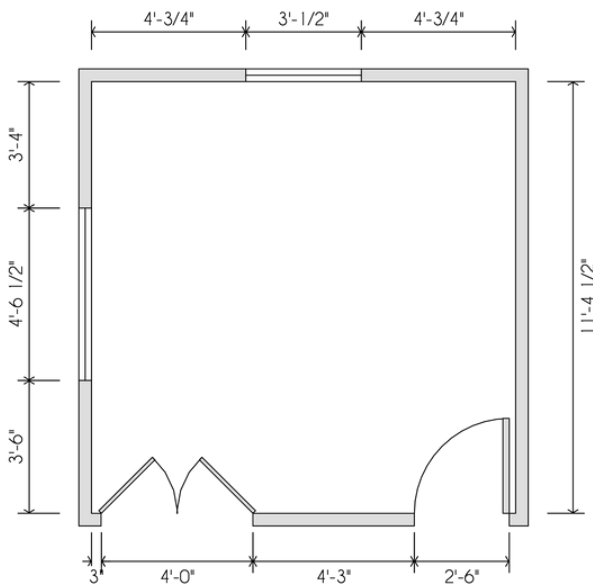
30 DAYS OF E-MAIL SUPPORT

A PROFESSIONALLY DESIGNED SPACE ...ON A BUDGET!

*when available



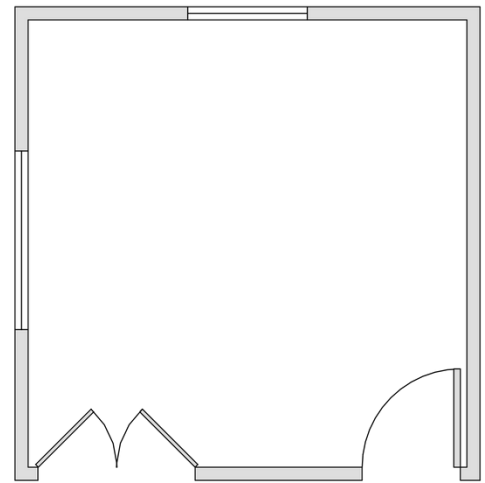
Draw in the doors and windows.
Show the swing direction of the doors (and windows, if applicable).



1

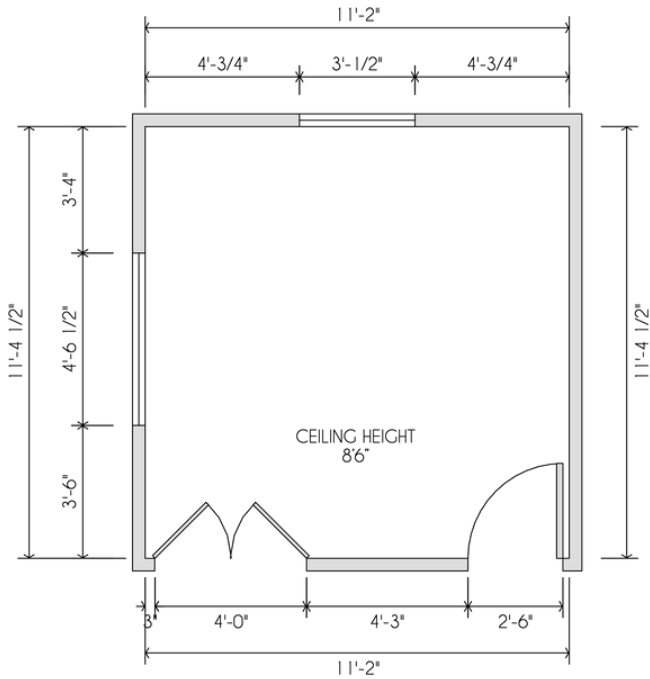
Draw the overall shape (or "shell") of the room on graph paper, provided at the end of this toolkit. It does not have to be perfectly to scale. Leave openings (or "ease") for doors and windows.

2



3

Begin in one corner of the room and measure from the corner to the edge of the first opening (not the trim). Continue around the room, measuring from opening to opening until the whole room is mapped. Round to the nearest $1/4$ ".



4

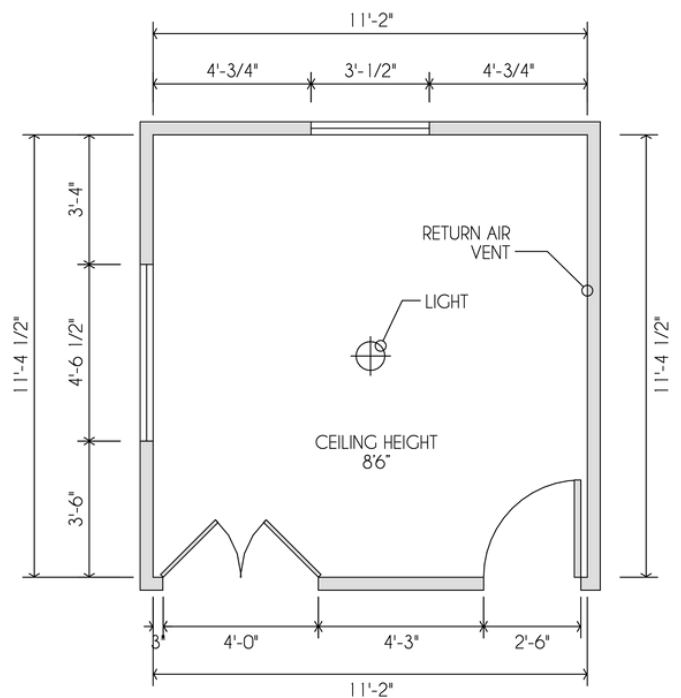
Measure the overall widths and lengths of the room. This is very important as it will help double-check the incremental measurements.

Measure the ceiling height. If there is a slope or peak, note highest and lowest ceiling heights, then draw an arrow to indicate the direction of slope.

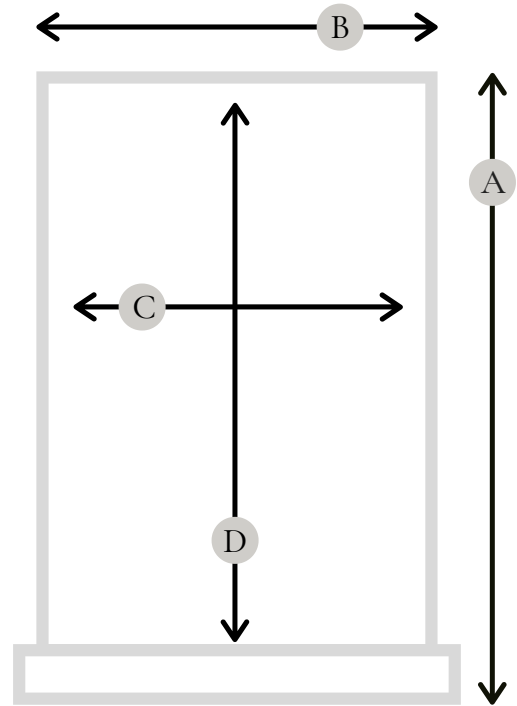
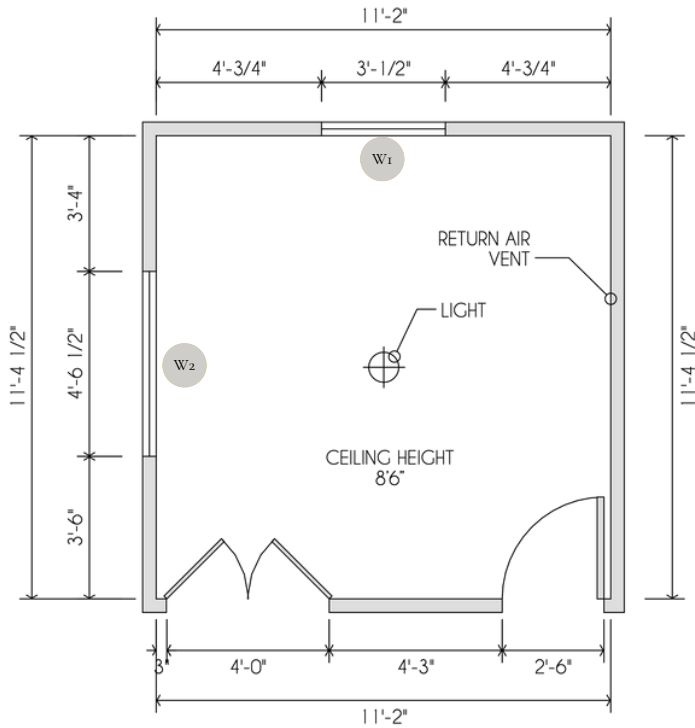
Notate all fixed elements in the room: AC vents, radiators, fireplace hearths, built-ins, etc.

Label all electrical elements: light fixtures, outlets, etc.

5



MEASURE WINDOWS



- 1 Label each window in your floorplan with a number (label W₁, W₂...)
- 2 Use the diagram above as your guide: measure the width and height of window trim, then the window itself, depth from window to the front of the trim, and sill height from the floor.
- 3 Use the table linked below to enter your numbers.

Window Measurements

click to access

Client Name:

Window	A: Overall Height	B: Overall Width	C: Inside Width	D: Inside Height	E: Inside Depth	F: Sill Height	Room Name	Window Type
W1	36"	52"	24"	info	info	info	info	info
W2								
W3								
W4								
W5								
W6								
W7								
W8								

- TIPS:
- Measure to the nearest 1/8". (Better too narrow than too wide.)
 - Measure in inches, not feet & inches

MEASURE FURNISHINGS

- 1 If there are any furnishings you'd like to keep, take photographs and name the files with numbers (label E1, E2...)
- 2 Measure the width, height & depth of each item. Use the table linked below to enter your numbers.
- 3 In the last column, tell us anything we need to know about the piece. i.e. must keep, maybe keep, open to modifications such as paint or reupholstery.

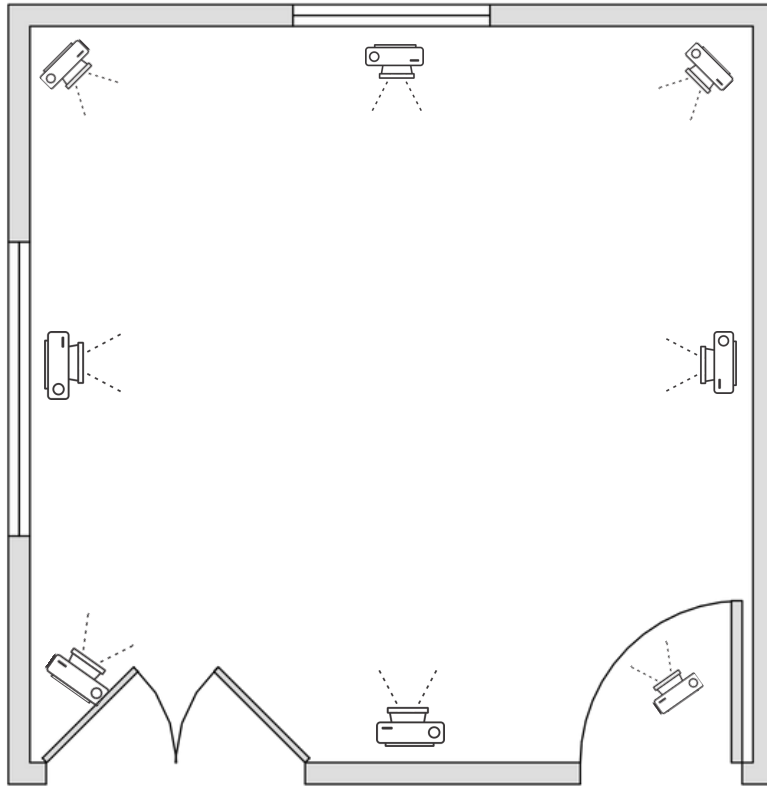
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Existing Furniture Measurements

Client Name:

Furniture Item	A: Overall Width	B: Overall Depth	C: Overall Height	Brief Description	Must Keep? Open to modifications (i.e. upholstery/paint/etc.)?
E1					
E2					
E3					
E4					
E5					
E6					
E7					
E8					

PHOTOGRAPH



Quality photos are critical to a successful E-Design. Take the time to photograph your space thoroughly so the process won't be slowed down or compromised because we don't have enough information.

TIPS

- Declutter the room.
- Turn on the lights and open curtains, blinds and shutters.
- Start in one corner and work your way around the room until you've captured each angle.
- Finally, take good photographs of the ceiling and the floor.

BUDGET

You work hard for your money, and it's important to create a realistic budget for your investment. Use this simple budget calculator to clarify your goals and priorities.

- 1 Be realistic. We've included general pricing for furnishings, but also look at your favorite retail sites to get an idea of what furnishings actually cost.
- 2 Remember that you can phase purchasing over time. Consider if you'd rather us select items at the top of your price range, even if you have to wait to purchase them.
- 3 This is your chance to work with a professional Interior Designer! Giving us your best possible budget allows us to give our best ideas.

click to access

Budget Plan Worksheet

Living Room or Family Room						
Item	Will we be replacing?	Low end Cost	Mid-Range Cost	High End Cost	Quantity	Total
Sofa		\$1200	\$3000	\$5000		
Loveseat		\$1000	\$2500	\$4000		
Chair (s)		\$500	\$1500	\$2500		
Sectional Sofa		\$3000	\$6000	\$8000		
Window Treatments: Standard (per window)		\$150	\$250	\$350		
Window Treatments: Custom (per window)		\$1000	\$3000	\$5000		
Custom Blinds or Shades		\$200	\$500	\$1000		
Coffee table		\$500	\$1500	\$2500		
Art – Paintings, Prints. Etc. (each)		\$200	\$500	\$1000		
Media Cabinet		\$500	\$1500	\$2500		
End Table(s)		\$100	\$300	\$500		
Mirror		\$150	\$500	\$1000		
Bookcase(s)		\$300	\$1000	\$2000		
Lamps		\$100	\$500	\$1000		
Rugs (est 8x10 size)		\$800	\$1800	\$3000		
Chandelier		\$300	\$1200	\$2000		
Painting/Wallpaper		\$800	\$1500	\$3000		
Other:						
Totals:						
<small>*Artwork costs can be substantially higher than the high end range depending on selections</small>						

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PACKAGE + SEND



CONGRATULATIONS!

You've just take a big step toward creating a space you love, and we can't wait to start designing. Take a minute to send everything to us in an organized package so that we can hit the ground running.

- 1 Name your files.: instead of img4265.jpg try masterbedroom1.jpg, masterbedroom2.jpg etc.
- 2 Send your layout sketch as a scanned pdf. Dropbox, Evernote, and the Genius Scan app create pdfs in a snap.
- 3 Send all your information in ONE email to hello@sharpandgrey.com.

CHECKLIST :

- | | |
|--|--|
| <input type="checkbox"/> Room sketch(es) with measurements | <input type="checkbox"/> Project budget |
| <input type="checkbox"/> Window measurements | <input type="checkbox"/> Signed Client Agreement |
| <input type="checkbox"/> Photos & measurements of furniture to keep/modify | <input type="checkbox"/> Payment |
| <input type="checkbox"/> Photos of room(s) | |



Client Name:
Room Name: