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Company registered in England and Wales.  
Registration number: 5410807

## INITIAL MEETING PROJECT FORM

### Explanatory notes

- This form is intended to be used to help you think through and establish what you require from your project and also what you require from us as designers.
- Please try to explain clearly to us what your requirements are.
- Use the blank boxes to make notes and sketch things out.
- It is also worthwhile you taking notes during any meeting.
- If you use the internet you can create idea books or collections of images, projects and places that inspire you. Pinterest and Houzz websites are quite helpful. [uk.pinterest.com](http://uk.pinterest.com) [www.houzz.co.uk](http://www.houzz.co.uk)

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### Before the meeting

- If you have time spend a few moments writing down and sketching out what you want to achieve. For example you may only want us to provide some basic advice, you may only want us to apply for planning permission or you may want us to be more involved in your project and would like our help in obtaining quotes and managing the project on your behalf from start to finish.
- Fill out this form [printed or electronically] as best you can before so you can look at it during the meeting and make more notes. It is important to give us as much information as possible so we have a clear understanding of what you want.

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### What do you want to achieve?

- For example an extension [single or double storey, on the front, side or rear] or an eco-friendly self-build house.
- What are the 'must have', really important features?
- What are the 'nice to have' not so important features?
- What are your reasons for wanting to do this?
- Do you have any preference of architectural style? i.e. modern or traditional.
- Do you have specific items of large furniture or similar you wish to use or retain?

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What do you want Ikonografik Design to do for you?

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What is your budget? Don't forget to add on VAT if it's work to an existing building.

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When do you want the project to be finished?

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## During the meeting

- So that we fully understand what you are looking for we will need to talk about your building project in more detail.
- We will listen to you and try to provide helpful and realistic advice that should help you to make an informed decision. However, if we suggest something that you are not comfortable with or do not understand please say so and we will try to accommodate your request as best we can.
- This is your project and we want to work with you as a team player so that you are delighted with the end result.

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Date of meeting:

Address:

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What advice did Ikonografik Design provide?

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Is it likely your requirements will be achievable on your budget?

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What other expenses on top of the building costs need to be allowed for? Such as council fees for Planning Permission, Building Regulations, Structural Engineers and Surveyors etc.

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What is Ikonografik Design's fee?

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How will Ikonografik Design's fee be calculated and are there any other extra costs to consider?

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Will Ikonografik Design provide something in writing confirming these discussions?

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## Ask how Ikonografik Design propose to organise your project?

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Who will be the point of contact during your project?

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How often will you be updated on the progress of your project?

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Who will be completing the work?

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How do you wish to be contacted – email, hardcopy in post, phone or face to face meeting?

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What information does Ikonografik Design need from you before they can start work?

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Do you have any concerns?

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**Space for sketches and other notes**

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