



VAN CLEAVE

CONSTRUCTION, REMODELING, AND DESIGN

# Our Design Process

2023





CLIENT

## TESTIMONIAL

*"Erich and his team have completed several projects for me. The most recent was at our new home. They built a composite deck and did our kitchen cabinets and countertops. His team was very detailed oriented, and Erich was great to deal with. I will continue to hire them again and again."*

DUSTIN N.



### OUR PROCESS

We are committed to delivering you a successful project without delays, unexpected costs, or unneeded stress. Our process addresses these common themes sometimes associated with remodeling and construction projects. This does take an investment of time, and the use of various software platforms. We have created this outline of what you can expect from us during this process, and the costs associated with the design service we provide.



### LOCATION & HOURS

4209 Cook Rd  
St. Joseph, MO 64505  
816.259.5268  
vancleaveconst.com

Showroom open  
Monday-Friday 9am - 4pm



### DISCLAIMER

The drawings provided are for visualization only and not complete construction drawings. If complete construction drawings are required, we recommend seeking the services of an architectural firm.



## Step 1: Initial Meeting

The first step is the initial meeting:

- 30-60 minute meeting at client's home
- Discuss scope of work and needs/wants
- Examine the existing site conditions
- Talk about timeline and expectations
- Discuss budget and provide "rough estimate" on expected costs

## Step 2: Design Agreement

A one-time design fee is required to move into the design phase of your project. Our design agreements start at \$500, and the price can increase depending on the complexity of the project. The design agreement will include:

- Floor plan drawings
- 3D renderings
- Elevation drawings
- Up to 2 revisions of the drawings
  - Once drawings are agreed upon
    - Formal proposal
    - Detailed scope of work
    - Allowances for selections

These drawings are for overall layout and color schemes, but not necessarily to specify products. We will work on those in Step 4.

At this point, you have no obligation to move forward with the project, and the drawings are yours to keep.

## Step 3: Proposal Acceptance

Great! You've accepted the proposal for your project! The next steps are:

- Down payment (percentage of the project's total cost)
- Invite you to join Buildertrend, our online project management software
- Plan for estimated start of project

## Step 4: Selections & Production

Before we start, we will schedule a selections meeting(s) with you. Our goal is to have all of the selections made at the conclusion of the meeting(s). Don't worry, we will be there to help you along the way! This will help ensure your project progresses without delays. We allow a certain amount of time in our proposal for selections and ordering. If we reach that allowance, we will charge an hourly rate for the additional time for this service.

At the start of your project, one of our Lead Carpenters will be assigned to your project. The Lead Carpenter will be your main point of contact once work begins and throughout the project. They will be able to handle change orders should they arise, communicate daily schedules, and answer any questions you may have during the project.

