



## *Kitchen Design Appointment*

### **Email Measurements:**

- Initial drawing will be prepared before an in-person meeting or sent via email.
- Policies:
- 3D drawings and elevations will not be released before payment.

### **Floor Plan Requirements:**

- Include all necessary measurements, which can be hand-drawn if legible.
- Design Preferences:
- List design preferences and inspiration images in email prior to initial design.

### **Attendance:**

- Ensure decision-makers are present or available.
- Appointments are booked for 30-60 minute durations max.

### **Design Fees:**

- Initial Design: \$250
- First two changes: Included
- Subsequent changes: Additional fee
- Once the order is placed - \$125 will be applied towards your order

### **Customer Responsibilities:**

- Ensure precise measurements prior to the design and thoroughly review quotes for accuracy prior to purchase to identify errors or miscommunications. Customer approval of the design and quote are prerequisites prior to the cabinet purchase.
- Once designs are finalized customers must sign off on the order form prior to orders being placed.

## **Steps to Book an Appointment**

### **1. Request for a Meeting:**

- BVC responds within 24 hours, requesting measurements for the initial design which will be completed prior to an in person appt.

### **2. Booking the Appointment:**

- Appointment within 1-3 business days.

### **3. Meeting at BVC:**

- Appointment duration: 30-60 minutes post-initial design.

### **4. Changes and Revised Drawing:**

- Revised drawing provided within 1-2 business days.

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### **Disclaimer:**

- Timelines may change based on project size and workload, which will be agreed upon before project acceptance