

architect

client

**stage 1 - consultation & engagement** (no cost involved)

**assess requirements**

We ask you all about yourself, what you do, how you live/work, what you don't like, what you do like, what you need.



*You tell us about the space you will be occupying and what needs to be considered.*

**develop brief**

With the information you have provided we write a brief. This forms the foundation for the project ahead. It is what our design is based on.



*You review the brief to make sure we have covered your wishlist and then sign an agreement for Architects Services.*

**stage 2 - design process**

**preliminary design**

Now that we have a brief we can begin the design process. A preliminary scheme is developed and presented.



*You contribute ideas and feedback.*

**developed design**

Based on your feedback we develop the design further. Project consultants and engineers are brought on board so that their requirements can be designed into the project seamlessly.



*You review the design to ensure that it is developing correctly and the elements of the brief are being considered fully. You then give the go ahead to proceed.*

*Our invoices are sent out monthly, which you pay by the 20th of the month following receipt.*

**stage 3 - documentation & procurement**

**detailed design and documention**

Now that the design has been approved by you, it is developed into a detailed document for construction purposes and for local authority consent requirements. These documents are highly detailed and require thorough consultation between all of the consultants involved.



*This is pre-approved by you at the developed design stage, all you have to do is stay informed of progress and answer any questions we may have.*

**tender and tender analysis**

Competent building contractors are invited to submit their tenders. Once the tenders have been received we prepare a tender analysis to present to you.

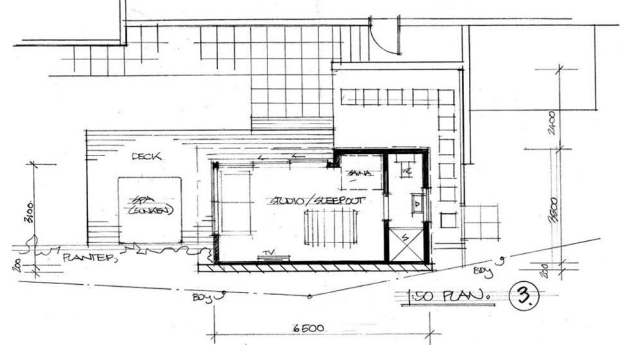


*You review the tender analysis and with our guidance make a decision to establish which of the tenderers will be engaged.*

**stage 4 - construction**

**contract administration & observation**

The contract is awarded and construction can begin. The contractor begins on site and the project manager, architect and other consultants will work together throughout to ensure that the project runs smoothly and is built as designed.



*You meet us on site regularly to monitor progress.*

**stage 5 - post practical completion**

The construction phase of the project is complete.

We analyze the budget v's spend and the original brief to compare the end result with the original concept.



*You move in!*

*After you have settled in, you give us feedback to establish areas that could be improved, and where we were successful.*