

Increased Participation

Increased Revenue

Improved Nutrition

Removing Stigma

Retention of Students & Staff

Recruitment of Students & Staff



## Getting Started

Transforming your dining and collaboration space — Process Guide





Choose your design option:

### Full Design (Agreement)

B&W layout  
w/traffic floor plan

Custom Logo  
Design

Color Rendered  
Layout

Color Rendered  
Furniture

Color Rendered  
Artwork

Rendered Wall  
Elevations

3-D Room  
Perspective

Accent Lighting  
Selection

Design Concept  
Boards

Full Final Design  
Book/Paint Book

Second Set  
of Revisions

Additional Revisions  
(Additional Design Fees Apply)

Client Approval  
and Signature



### Mini Design (Over \$20K List-No Design Fee)

B&W layout  
w/traffic floor plan

Custom Logo  
Design

Color Rendered  
Layout

Color Rendered  
Furniture

Up to Four  
Art Examples

Single Set  
of Revisions

Additional Revisions  
(Additional Design Fees Apply)

Mini Design  
Book

**PHDesign**  
palmerHAMILTONDesign

### B&W Layout

B&W Layout  
No Design Fee

### Custom Art and Graphics

Hourly Design  
Fees Apply





Sample projects:



# Project steps:

## ■ Full Design Agreement

- Request for Design
- Assign Designer
- Schedule Intake (Measurements/Interviews)
- Process Intake
- Design Space – 3D (Design, Floor Plan/ Elevations, Graphic Design)
- Schedule Preliminary Design & Pricing – Present
- Revision 1
- Schedule Design & Pricing Review
- Revision 2
- Schedule Final Design & Pricing Review – Place Order
- Production of Furniture, Fixtures & Graphics
- Project Management Audit (Pre-Shipping/Acknowledgement w/Scheduled Delivery Dates)
- Shipping
- Installation
- Follow Up/Walk Through/Photos
- Completed Project

## ■ Mini Design

- Request for Design
- Assign Designer
- Schedule Intake (Measurements/Interviews)
- Process Intake
- Design Space – 2D (Design, Floor Plan/ Elevations, Graphic Design)
- Schedule Preliminary Design & Pricing - Present
- Revision 1
- Schedule Final Design & Pricing Review – Place Order
- Production of Furniture, Fixtures & Graphics
- Project Management Audit (Pre-Shipping/Acknowledgement w/Scheduled Delivery Dates)
- Shipping
- Installation
- Follow Up/Walk Through/Photos
- Completed Project

## ■ Custom Art and Graphics

- Request for Design
- Assign Designer
- Design Space – 2D (Line drawings and Elevations)
- Custom Graphics
- Schedule Design & Pricing - Present
- Revision 1
- Schedule Final Design & Pricing Review – Place Order
- Production of Furniture, Fixtures & Graphics
- Project Management Audit (Pre-Shipping/Acknowledgement w/Scheduled Delivery Dates)
- Shipping
- Installation
- Follow Up/Walk Through/Photos
- Completed Project



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**associations and  
purchasing groups:**

