[](https://bit.ly/3yFDzWz)**INTERIOR DESIGN PROJECT DESCRIPTION**

|  |  |  |
| --- | --- | --- |
| CLIENT | | |
| PROJECT TITLE | | |
|  | | |
| CLIENT NAME | | |
|  | | |
| AUTHOR NAME | TITLE | DATE |
|  |  |  |
| CONTACT INFO | | |
| POINT OF CONTACT NAME | EMAIL ADDRESS | PHONE |
|  |  |  |
| MAILING ADDRESS |  |  |
|  | | |
| PROJECT OVERVIEW | | |
| LOCATION Provide the property address and specific floor(s) / area(s), if applicable. | | |
|  | | |
| ROOM(S) | | |
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| PROPERTY USE How is the space used? Is the property residential? Who lives at the property? | | |
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| PROJECT SCOPE | | |
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| STYLE PREFERENCES | | |
|  | | |
| GENERAL STYLE | LIKES |  |
| DISLIKES |  |
| COLORS | LIKES |  |
| DISLIKES |  |
| PATTERNS | LIKES |  |
| DISLIKES |  |
| TEXTILES | LIKES |  |
| DISLIKES |  |
| FURNISHINGS | LIKES |  |
| DISLIKES |  |
| LIGHTING | LIKES |  |
| DISLIKES |  |
| WINDOW TREATMENTS | LIKES |  |
| DISLIKES |  |
| FLOORING | LIKES |  |
| DISLIKES |  |
| OTHER | LIKES |  |
| DISLIKES |  |

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| EXISTING FEATURES |
| PERMANENT Describe any features that will not change, i.e., furnishings, colors, etc. |
|  |
| ELEMENTS TO ENHANCE List any features to be highlighted. |
|  |
| ELEMENTS TO DISGUISE List any features to be disguised, i.e., support beams, heating / cooling units, etc. |
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| NEW FEATURES |
| NEW ELEMENTS List any new elements to be incorporated. |
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| NEW USE OF SPACE Describe any features to be incorporated, such as a new workflow or traffic pattern. |
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| MEASUREMENTS & FLOOR PLAN SKETCH |
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| SCHEDULE |
| SCHEDULE OVERVIEW |
|  |
| IMPORTANT MILESTONES / DEADLINES |
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| BUDGET |
| AMOUNT |
|  |
| ADDITIONAL FINANCIAL PROJECTIONS / NOTES |
|  |
| FURTHERMORE |
| Include any additional critical information. |
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