SBL Design Group, Inc.
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San Francisco, CA 94158
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CLIENT NEEDS ASSESSMENT

The **Client Needs Assessment (CNA)** establishes a foundation on which to design your project from. Starting without this step is like building a house with bad foundations. This strategy will help both you and SBL Design Group understand your project scope and generally assess project feasibility in regards to your budget, schedule and other constraints. By identifying these project parameters early, we can set up a structure in which to make proper design decisions together and prepare the proper foundations on which to build your project. During our meeting we meet with you at the site to review and discuss the following:

- Project site constraints
- Project Program: Number of rooms, sizes, functions, systems and other upgrades
- Preliminary/Potential design solutions
- Project Style (or the "*Look and Feel*")
- Potential feasibility of project including:
  - Discussing Preliminary budgeting
  - Identifying potential obstacles and risk
  - Discuss Local Planning Requirements
  - Discuss Building Code regulations
- Preliminary project schedule
- Project Decision Structure
- Applicable Project Consultants

After the **Client Needs Assessment** is completed SBL Design Group will provide you a customized report documenting what we have discussed above and a proposal of services and fees for the next stages of the project. If after working through this phase you decide that your project needs have changed or that you no longer wish to work together, the **Client Needs Assessment** report is yours to keep, with no obligation.

The investment for the **Client Needs Assessment** is $395. Travel costs to the project site are included if within the San Francisco area. Outside of San Francisco, travel prices will be charged at cost. If you decide to move forward to proposed design phases our fee for the CNA will be credited back to the 1st invoice of the design phase.

GET STARTED WITH SBL DESIGN GROUP

☐ **Yes!** Please book an initial Client Needs Assessment consultation with SBL Design Group as described.

☐ Enclosed is a payment of $395.00 made payable to SBL Design Group for the Client Needs Assessment meeting and report.

Name: _____
Address: _____
Tel: _____
Email: _____

Site Address: _____
_____

Proj. Type: _____
(*Description*) _____
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