



JUBILEE  
*interiors*

DESIGN FOR BUILD  
INVESTMENT GUIDE

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*hello, it's nice to meet you!*

We're grateful and excited that you are considering Jubilee Interiors to turn your home into a dream living space. Whether you're refurbishing a single room, remodeling your kitchen or building a house from scratch, we know the number of steps involved in undertaking an interior design project can be overwhelming.

But don't worry, we are here to help! Before we get started, we'd like for you to get to know us better.

In this investment kit, we have outlined our structures and design processes, alongside cost breakdowns and examples, so you know what to expect. Our hope is that most of the questions you have for us will have been answered by this kit.

If you have any additional questions, please don't hesitate to reach out. We're looking forward to collaborating with you!



**JUDI LEE-CARR**

## *about us*

### **WHO WE ARE**

Jubilee Interiors is a full-service interior design firm based in Westlake Village, CA. We primarily cater to the Ventura, Los Angeles & Napa County areas.

### **WHAT WE DO**

We provide design-for-build services that cover all your planning, permitting, building, and furnishing needs. We also work with a team of professional builders, highly-skilled artisans, and special trade contractors to pull together your dream home.

### **WHAT WE BUILD**

We work on remodeling, additions, new build, and furnishing projects for residential custom homes, model homes and boutique commercial spaces.

### **ORGANIC MODERN LIVING**

Our brand and design ethos revolve around Organic Modern Living.

Think crisp, modern lines, textured surfaces, and neutral color palettes. Natural forms, earthy textures, and raw materials are added to inject warmth and coziness into the design. The overall design aims to be functional and timeless.

With this juxtaposition, we achieve a comfortable, welcoming, sublime living space — a sanctuary where you can just be.

**With Jubilee Interiors, you have a one-stop solution for creating a beautiful and functional living space.**

**From conception to installation, we are with you every step of the way.**

# *before you become a client*

## **DISCOVERY CALL**

FREE — 20 MINUTES

First things first, let's schedule a complimentary phone consultation we like to call "Discovery Call". This is where we discuss your needs and desires for your project and review any questions you might have. If you're excited and inspired to move forward, the next step is to schedule an in-home initial design consultation.

## **INITIAL DESIGN CONSULTATION**

\$350 — UP TO 2 HOURS

This is where we will spend 1-2 hours with you in your home. We will walk through each space, discuss your design goals, take notes, and gather all information we need to create the scope of work. This is a very important part of the process and gives all parties a good idea as to what to expect moving forward. From here we provide you with a detailed scope proposal with estimated hours and a budget outline.

*once you become a client*

## **PHASE 1 — DESIGN**

### FLAT FEE DESIGN RATE

- Measurement Meeting
- Draft As-Builts
- Schematic Design Concepts
- Architectural Space Planning
- Design Audit & Evaluation
- Design Development
- Product Sourcing and Development
- Material selection
- Elevation Drawings & Construction Documents
- Design Presentation & Proposals
- Estimates & Budget Development



*once you become a client*

## **PHASE 2 — PROCUREMENT**

Once you approve and sign off on your final design plans, we will begin ordering ALL of the materials, pieces & products.

There will be no hourly rate charged during this phase.

\*Procurement includes: ordering product, following up, checking for damages when it arrives at receiving warehouse, handling any damages that occur, scheduling deliveries, and preparing items for installation day.

Other fees for freight, shipping, receiving warehouse, delivery & installation are not included and will be determined based on the scope of work.



*once you become a client*

### **PHASE 3 — PROJECT COORDINATION**

HOURLY RATE OF \$175

Meeting With Contractors  
Scheduled Site Visits  
Trade Scheduling  
Project Coordination  
Punch List Creation  
Prepping accessories/furniture for installation day  
Additional shopping for items if necessary  
Installing furniture/items in your home  
Invoicing for all left accessories  
Photography\*

\*You will not be charged for the photographer's fees & photography hours. This will be a complimentary service provided.



# *payment structure*

## **PHASE 1 DESIGN**

To commence your project, we require a 50% deposit payment of the agreed Design Agreement between the client and Jubilee Interiors.

The balance 50% payment will be due a week before Design Presentation.

## **PHASE 2 PROCUREMENT**

We will require a 75% retainer of the agreed budget Contract Proposal (100% if the amount is less than \$100,000) before furnishing/materials are ordered. Toward the completion of the project, we will reconcile the project's total cost. The agreed proposal will include all fees such as procurement fees, applicable taxes, freight, deliveries, & receiving warehouse.

## **PHASE 3 PROJECT COORDINATION**

To commence your project, we require a 25% non-refundable retainer fee. This is based upon the agreed estimated hours between the client and Jubilee Interiors. This retainer fee will be applied to your final monthly invoice at the end of the project.

A monthly invoice will be delivered on the 1st of every month, invoicing for hours billed the month prior.

Late fees will be assessed at the rate of 1.0%/month.



## *communication*

Communication is essential to keeping your project running smoothly. We like to keep communication limited to email for best record keeping and understand that we may use text messages in quick-turnaround situations. Please no product feedback, approvals, or general project inquiries in text messages. We also do not conduct project communication over social media direct messages. Below is all of our information so you can reach us.

EMAIL: [hello@jubilee-interiors.com](mailto:hello@jubilee-interiors.com)

OFFICE: 818-699-6466

BUSINESS HOURS: Monday-Friday 9-5 PST

EMAIL RESPONSE TIME: 24-48 hours

Communication is important for keeping the momentum of your project moving forward. For design feedback and re-selection requests, please provide them by email within four business days of your presentation. Your contract outlines one round of revisions for your project.



# *frequently asked questions*

## **HOW WILL WE COMMUNICATE DURING THE PROJECT?**

Client communication will take place in-person, via email, or by scheduled phone call Monday through Friday between the hours of 9 am to 5 pm PST. Because we value our clients and our own rest hours, we typically stay out of our inbox on the evenings and weekends.

## **HOW LONG DOES THE WHOLE DESIGN PROCESS TAKE?**

It depends on the scope of your project. Every project has a different timeline so reach out to us to find out more. If you need it done ASAP, reach out to us NOW!

## **HOW INVOLVED WILL I BE IN THE WHOLE DESIGN PROCESS?**

As involved as you want! We have enjoyed working with extremely hands-on clients and clients who just want to enjoy the reveal.

## **HOW DO YOU FIGURE OUT WHAT STYLE I LIKE?**

Our years of experience have developed our design sensibilities and ability to articulate design direction from the vaguest instructions. A design questionnaire and a curated Pinterest board for collaboration are also included to reference your style + aesthetics

## **WHEN CAN WE START?**

Reach out and schedule your initial design consultation with us so we can determine this better with a proper scope of work.

## **CAN I USE MY OWN CONTRACTORS?**

Absolutely! We pride ourselves on understanding the construction process in & out. Therefore we've established strong work processes that allow for minimal miscommunication and smooth execution, even with teams we haven't worked with before.

## *frequently asked questions*

### **DO I NEED TO ESTABLISH A SET BUDGET BEFORE OUR CONSULTATION?**

Yes, because it promotes consistency and transparency.

Setting an initial budget allows us to come up with a feasible design plan and set reasonable expectations of what the final space can look like. It also removes any unwanted and awkward over-budgeting conversations later on.

### **DO YOU APPROACH LOW, MID & HIGH BUDGET PROJECTS WITH THE SAME ATTITUDE?**

We absolutely do! No matter the budget, we are hired to be creative problem solvers. The proposed budget is but one piece of the puzzle we have to consider when realizing your dream space.

### **DO YOU TURN DOWN A CLIENT DUE TO A LOW BUDGET?**

We have a project minimum of \$150,000. This includes the overall cost of design fees, materials & labor work.

However, you should still reach out if the project scope is smaller. We find that regardless of how much you are willing to spend, there is magic in designing and creating a space. We will be upfront about what you can achieve with a small budget.

Alternatively, we can provide you with a comprehensive breakdown and you can decide what you are comfortable with moving forward with.

*one more thing*

**THANK YOU SO MUCH!**

We hope this kit has provided you with a deeper understanding of Jubilee Interior, our processes, and how your project could possibly unfold.

Meanwhile, we look forward to embarking on an exciting design adventure with you!

Should you have any further questions, please feel free to reach out to me directly at the email provided below.

Whether you are renovating your current home, building a new one, or simply refurbishing your space, it is an immense undertaking. We hope to alleviate the stress from the project and provide results that exceed your expectations.

*Judi Lee-Carr*

