
ME

melissa ennis design



M . E . DESIGN

INTERIOR DESIGN CLIENT GUIDE

WWW.MELISSAENNISDESIGN.COM



WORKING COLLABORATIVELY TO CREATE
A CURATED, THOUGHTFUL, AND
CHERISHED HOME AS WE TURN DESIGN
DREAMS INTO REALITY...

BECAUSE DESIGN MATTERS!

MED_GlenoraRavine



MED_OfficeSpace



MED_CountryRoad



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WHAT WE DO

RESIDENTIAL
INTERIOR DESIGN
SERVICES

SERVICES

FULL SERVICE DESIGN

From the ground up, we'll work seamlessly with your Architect and Builder or Contractor to design a functional and beautiful new-build or renovated home that completely reflects your family. (If you don't have an Architect, Builder, or Contractor, we have a preferred list to provide to you).

This service involves space planning, concept and design development (with 3D Rendering), all construction material selections (flooring, cabinetry, lighting and plumbing fixtures, etc.), construction documentation including but not limited to reflected ceiling plans, millwork and elevation drawings, electrical plans, specification documents inclusive of all material, lighting and finish schedules, site visits & design management through the length of the project, and all meetings, correspondence, and design presentations.

We also offer Full Service Design to our clients building or renovating across North America. We love to design Vacation & Second Homes!

**HOURLY RATE: \$185/HOUR + GST
(INVOICED MONTHLY)**

DESIGN ESTIMATE FOR PROJECT PROVIDED AFTER INTRODUCTORY CALL

DESIGN CONSULTATIONS: Virtual or In-Person

Whether your project is a new-build, renovation, or decorating re-fresh, Melissa can answer any topic of your choice. She can advise on: space planning, furniture/home decor selection, styling, paint/wall treatments, construction & remodel ideas, lighting, plumbing, material selection, contractor, installer, or vendor recommendations - the skies the limit!

This is the perfect fit for clients who have done the research, sourcing, or design leg work, and need either directional support or confirmation that their ideas will work during the Consultation. We like to think of this as a Design Therapy Session - you will feel unburdened when we're finished!

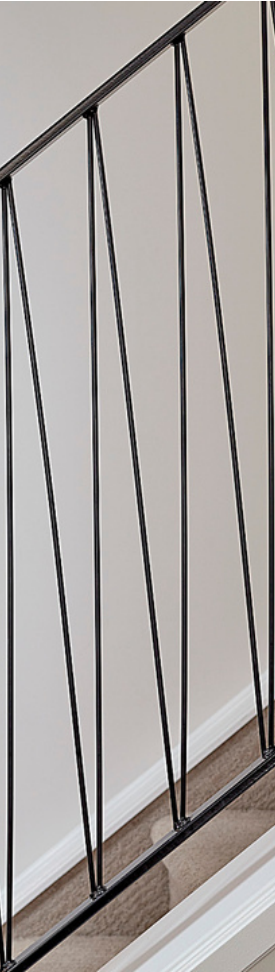
We recommend clients prepare any visuals that may be useful of what they require help with prior to the Consultation. Clients are welcome to book as many Consultations as they need.

(Because it's Design Therapy after all!)

VIRTUAL CONSULTATION: \$200/HOUR (BOOKED IN 30 OR 60 MIN SESSIONS)

IN-PERSON CONSULTATION: \$250/HOUR (BOOKED IN 60 OR 90 MIN SESSIONS)

MED_Terwillegar



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HOW WE WORK

FULL SERVICE DESIGN PROCESS

DESIGN PROCESS

Phase 1 DISCOVERY MEETING

This is our official project "kick off" meeting that we use to further establish scope of work and the client's design and lifestyle preferences. This meeting may be split up into two meetings, the first covering functional needs, and the second revolving around aesthetics. No final decisions are made in this meeting as we want to get a feel for how you live, in extreme detail! Everything from lighting preferences, storage needs, materials and colour palettes you love, and anything you absolutely don't want. This is where you get to detail all your design dreams, and we start thinking about how to make them a reality!

Phase 2 CONCEPT DEVELOPMENT PHASE

After the Initial Consultation, we will narrow down the design direction for the project and will start to put together moodboards & 3D Drawings. We curate a selection of images that represent the visual inspiration for each integral space in the home. These images may be specific materials or finishes, or could also be a photo that has the "vibe" we are trying to create. We use these tools to communicate the overall design vision, then work with the client to refine the concept in the Concept Meeting. This meeting allows us to ensure that our interpretation of the concept is cohesive with what the client has imagined.

OUR SERVICES

Phase 3 **DESIGN DEVELOPMENT PHASE**

We take all feedback from the Concept Meeting and translate it into the actual designs for the space. We hand select everything that goes into the home, from flooring, lighting, tile & grout, paint & wallcoverings, plumbing, and millwork, etc. This is one of the longest design phases as we are actively working to design functional spaces, select all materials, and ensure all the refining details down to millwork and door handles are just right. We then have Design Meetings where we present all finishes and use elevations and renderings to help the client visualize the design. During this phase the client also has the option of attending meetings at each vendor to select finishes alongside the designer.

Phase 4 **DOCUMENTATION & DRAWING**

The documentation phase takes place largely behind the scenes but is one of the most important steps of design. We come out of this phase with design specifications for both the builder/contractor and the client. During this phase we make final edits to the design package based on feedback from Design Meetings, and use computer programs to create Elevation Drawings for construction. We will specify/document ALL materials with high detail and also create material cut sheets. This final package is important because the builder or contractor will use it to budget accurately & is an important reference tool throughout the build/renovation.

Phase 3
DESIGN DEVELOPMENT PHASE

Naramata: Lighting



Naramata:
Basement Bath + Outdoor Shower



Naramata: Kitchen



Phase 3
DESIGN DEVELOPMENT PHASE

MED_Naramata Primary Bath Render



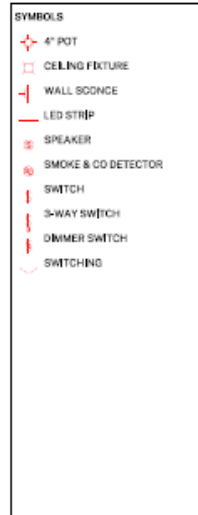
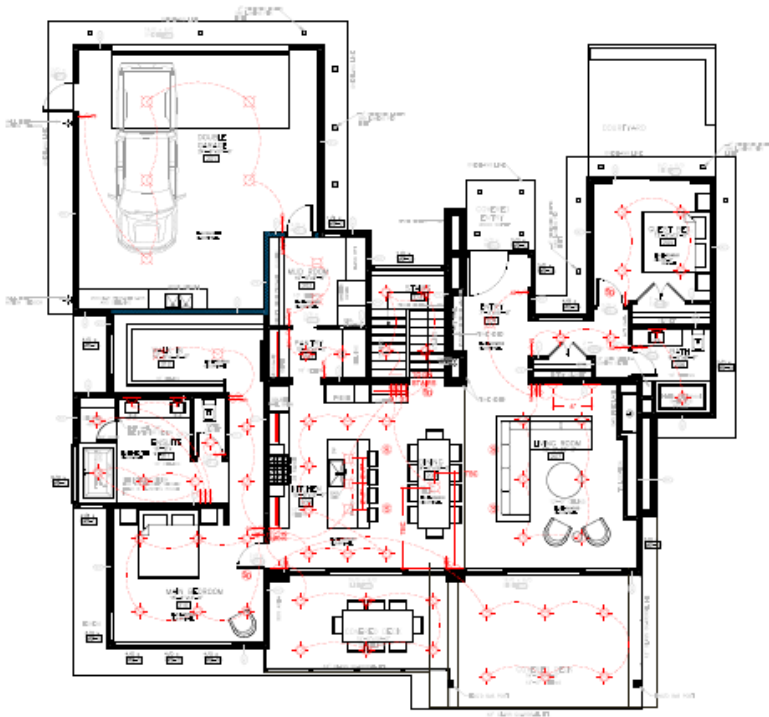
MED_Naramata Primary Bath Render



MED_Naramata Primary Bath Render



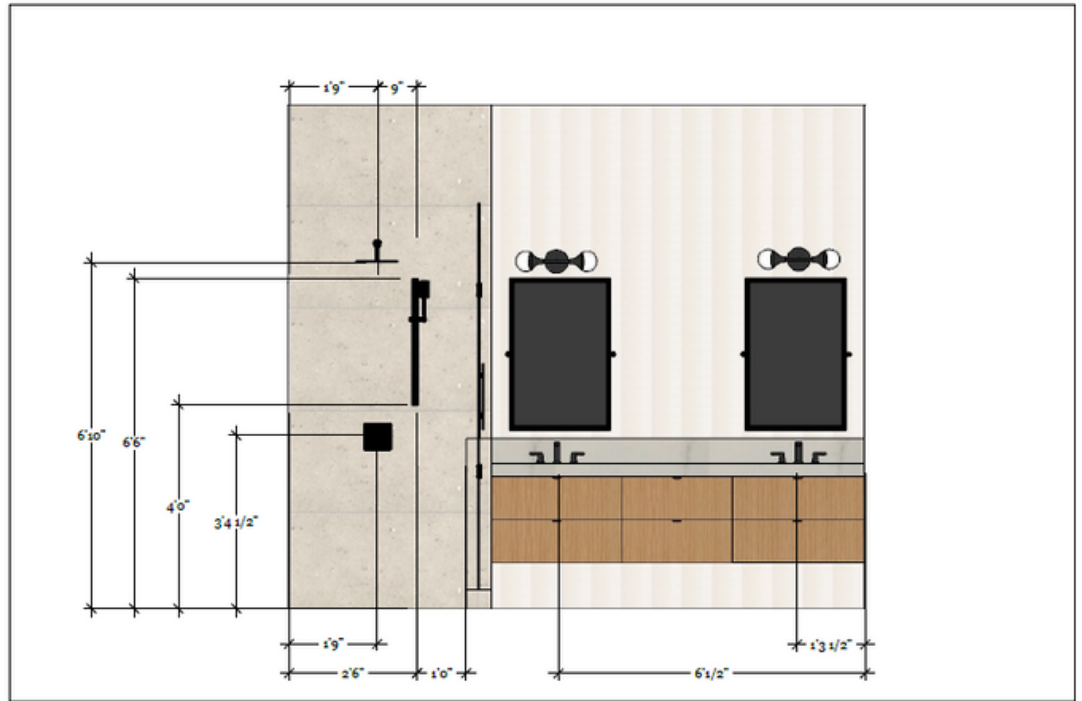
Phase 4
DOCUMENTATION & DRAWING



PROPOSED MAIN FLOOR RCP






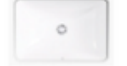
NOTES:
 *FLOOR PLANS PROVIDED BY WEST COAST DESIGN - THESE MARKUPS ARE FOR ELECTRICAL AND RCP PLANNING PURPOSES ONLY
 -ONLY CLIENT/DESIGNER REQUESTED LOCATIONS HAVE BEEN NOTED, ELECTRICIAN TO INCLUDE ALL ADDITIONAL FIXTURES AND RECEPTACLE LOCATIONS AS REQUIRED BY CODE & TO CONFIRM ALL LOCATIONS WITH CLIENT ON-SITE

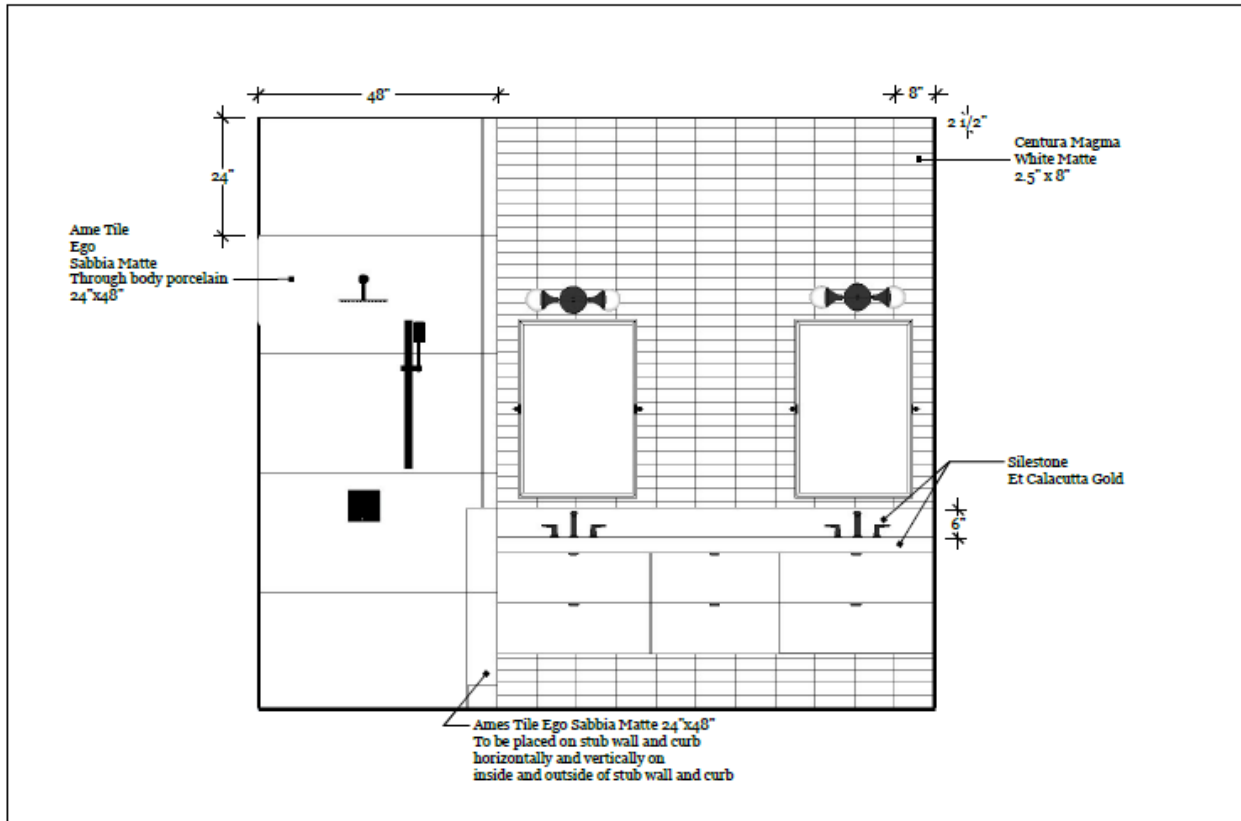
MED_Naramata Reflected Ceiling Plan



PROJECT: MED Naramata	TITLE: Primary Bathroom Plumbing Layout Elevation Drawing 2	NOTE: Overall Design & Layout Intend for Construction Drawing and Dimensions Subject to Change Based on Site Check Measure Designer is not responsible for any errors and omissions once construction starts. The contractor of the project must check all dimensions and other details prior to construction and be solely responsible thereafter	DRAFTED BY: LB	SCALE: 1/2"=1'-0"	ME melisso ennis design
			DATE: May 26, 2023	PAGE SIZE: 8 1/2" x 11"	

Phase 4
DOCUMENTATION & DRAWING


MED NARAMATA PRIMARY BATHROOM								
ITEM	SUPPLIER	MANUFACTURER	MANUFACTURER INFO	MEASUREMENTS	COLOR/FINISH	QTY	IMAGE	NOTES
SHOWER FLOOR TILE		Ames Tile	Ego SKUFEQSA848	8" x 48"	Sabbia			Grout: CUSTOM #386 Oyster Gray Schluter Trim: brushed nickel Grout lines: as thin as possible
SHOWER WALL TILE		Ames Tile	Ego SKUFEQSA2448	24" x 48"	Sabbia			Grout: CUSTOM #386 Oyster Gray Schluter Trim: brushed nickel Grout lines: as thin as possible
SHOWER WALL TILE (FEATURE)		Centura	Magma SKUMMAG24958N	2.5" x 8"	White Matte			Grout: CUSTOM #381 Bright White Schluter Trim: no trim required. Grout lines: as thin as possible
VANITY COUNTER + BACKSPLASH		Silestone	Et Calacutta Gold		Eternal			
					Melamine, Veneer Oak			
				20 1/4"	Custom Rectangle Undermount White	2		



November 15, 2022
MED_Naramata
Primary Bathroom



02
A

PROJECT: MED Naramata	TITLE: Primary Bathroom Tile Layout Elevation Drawing 2	NOTE: Overall Design & Layout Issued for Construction Drawing and Dimensions Subject to Change Based on Site Check Measures Designer is not responsible for any errors and omissions once construction starts. The contractor of the project must check all dimensions and other details prior to construction and be solely responsible thereafter	DRAFTED BY: LB	SCALE: 1/2"=1'-0"	
			DATE: May 26, 2023	PAGE SIZE: 8 1/2" X 11"	

OUR SERVICES

Phase 5 DESIGN REVIEW

After the builder/contractor receives the specification package they will refine the budget to accurately represent the finishes selected. This is a good time to meet and discuss any revisions or re-selections that need to be made because of budget or timeline constraints. Upon approval of the budget we will revise the specification document to show any changes and then construction is ready to commence!

Phase 6 DESIGN MANAGEMENT + CONSTRUCTION

There is a lot of work that goes into a project before construction even begins! This is why it's important to get a designer involved as early as possible in the process so we can identify any design issues well before construction begins.

During this phase, we do multiple site visits to ensure the design intent is being executed according to plan. We work collaboratively with the contractor, vendor, and installers to assist in the project running smoothly and help answer questions/clarify design intent at site meetings with electricians, tile setters, and finishers to name just a few.

Phase 6
DESIGN MANAGEMENT +
CONSTRUCTION



OUR SERVICES

Phase 7 FURNITURE & DECOR

During Phase 2 & 3, we will also be discussing your furniture, window coverings, and decor needs. In these phases we begin space planning and ensuring there is proper traffic flow through the home with the furniture required. Window coverings are considered prior to & during construction as well as any special art or furniture pieces to ensure they will fit in your new home and have all required electrical or lighting needs.

In Phase 7, we begin refining your furniture requirements, creating mood boards for each room, and then purchasing all the furniture and decor! It is common that we custom design furniture pieces for our clients. This way we can choose the perfect fabrics and build to specific dimensions. We then manage all purchase and keep you up to date on ETA's.

Phase 8 INSTALLATION & PHOTOGRAPHY

Because of supply chain issues to date, we prefer to install furniture and decor in segments as it arrives, as opposed to waiting for one installation day.

We have trade partners that will help in the installation of everything! From delivery companies to art & wallpaper installers, we will ensure your home is finished from head to toe (and ready to show off!).

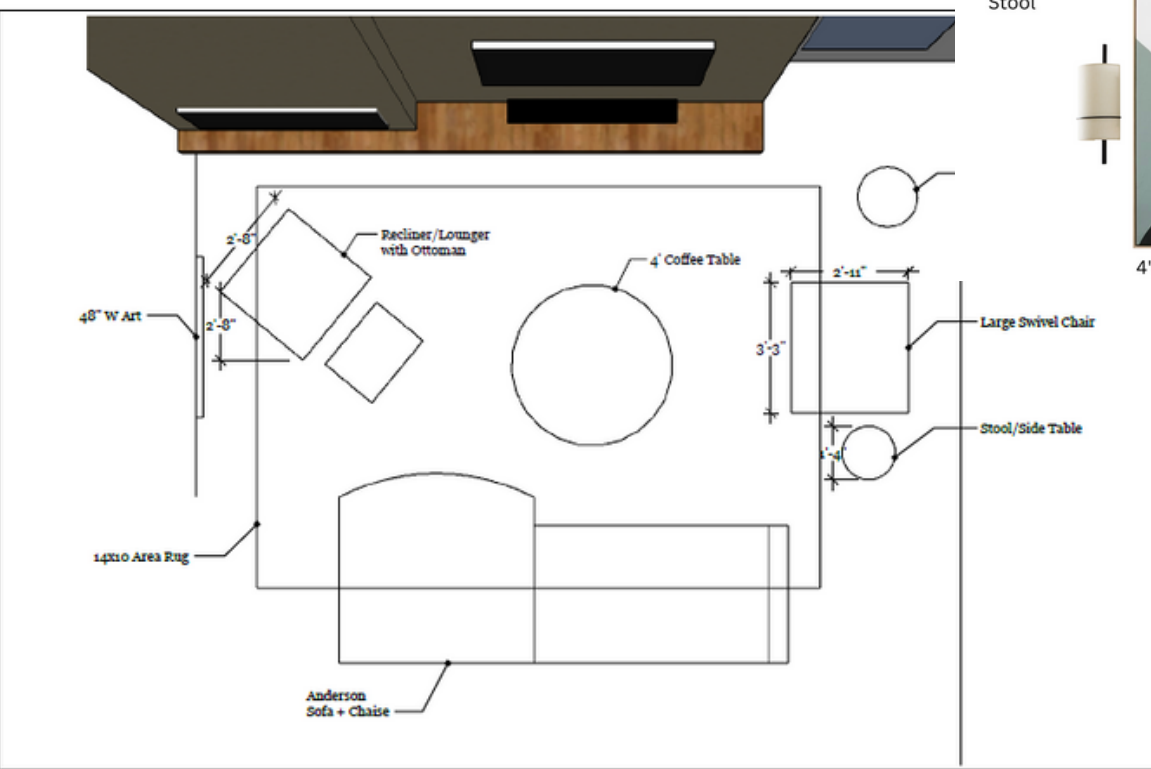
Once everything is installed and staged, we may choose to bring in a photographer to capture your beautiful home. This is an important step for us, as we use these photos for our portfolio, website, and social media, but also because it captures the final chapter in your home building/renovation journey!

Phase 7
FURNITURE & DECOR

Naramata Furniture



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PROJECT MED Naramata	TITLE: Living Room Furniture Layout	NOTE: Overall Design & Layout Drawing and Dimensions Subject to Change Based on Site Measure Designer is not responsible for any errors and omissions once construction starts. The contractor of the project must check all dimensions and other details prior to construction and be solely responsible thereafter.	DRAFTED BY: ME	SCALE: 1/2" = 1'-0"	ME melissa ennis design
			DATE: April 26, 2023	PAGE SIZE: 8 1/2" X 11"	

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EXPECTATIONS

PAYMENTS &
COMMUNICATION

EXPECTATIONS

PAYMENTS

Design Services are invoiced monthly at the end of each month. Payment is due within 30 days via e-transfer, credit card, or cheque. Non-payment will result in a stoppage of work. There is a 3% fee for credit card payments.

Design Hours are broken down into the following categories:

- Project Meeting
 - Drafting
 - Design Development
 - Documentation
 - Design Management
 - Installations
 - Correspondence (all emails, calls, texts, dm's)
 - Driving Time Outside of Edmonton
- (We do not charge for driving time in Edmonton, which is reflected in our fee structure)

COMMUNICATION

Clear communication is a critical component to our projects running smoothly and all team members staying on the same page.

We use EMAIL as our primary mode of communication. This documents all correspondence and allows the team time to think effectively & then communicate concisely about design decisions.

We prefer phone calls to be scheduled, so we can focus solely on our client and any design problems that need solving while on the call. We only use text for immediate issues or on-site "emergencies".

If you need to reach us outside of office hours, please email us & we will get back to you as soon as our time permits.



MEET THE DESIGNER

Melissa Ennis is the Owner & Creative Director of M.E.Design.

Founded in 2012 after eight years of building & renovating personal projects, Melissa fuses her passion and eye for design with your functional needs to create beautiful spaces that truly reflect your personality and lifestyle.

Melissa works alongside her dedicated team to turn your inspiration photos into reality!

NEXT STEPS

INTRODUCTORY CALL + DESIGN ESTIMATE

Let's find out if we're a good fit!

Intro Calls are a great way to get to know each other and see if we would like to work together. It is not uncommon for us to work with clients on creating their dream home for years, so we want to ensure that everyone is on the same page and happy to proceed in fostering a design relationship!

If both parties are interested in moving forward after the Intro Call, we will send you a Design Estimate to review with projected timelines and costing for each of our Design Phases.

PROJECT MEETING + DESIGN AGREEMENT

If you're excited to move forward upon review of the Design Estimate, we will set up a 30 minute Project Meeting to review details further and meet in person. After the Project Meeting, we will send you our Design Agreement to review and sign. This goes into detail about how we work, our policies & procedures, and outlines the scope of work and time period the Agreement covers.

It is important to read through this thoroughly so everything is clear from the start. Ask as many questions as you like - we pride ourselves on transparency and honesty.

(Please note our office hours on the next page...)

CONTACT

INFO@MELISSAENNISDESIGN.COM

GENERAL INQUIRIES

M@MELISSAENNISDESIGN.COM

OWNER & CREATIVE DIRECTOR

We are a boutique design firm that values our time with our clients during work hours, and our time with our families outside of work hours.

We operate between the hours below. Any messages outside of office hours will be responded to during office hours, and all meetings are scheduled between the times below.

MON | TUES | WED | FRI

9am - 3pm

THURS

9am - 12pm

SAT | SUN | HOLIDAYS

Closed

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