



ARCHITECTURAL MOSAIC COMMISSIONS PROCESS

Phone Consultation - This is a complimentary consultation. During this call client's project will be discussed, preliminary design ideas shared and decision made on moving forward with an on-site consultation.

First On-Site Consultation - This consultation takes approximately one hour at a rate of \$75 an hour. It is payable at the end of the consultation. During this time we will discuss more concrete design ideas, placement, materials and review the overall design/project process. Photographs, notes and measurements will be taken.

Design Proposal/Contract - Mosaics by Michele (MXM) will return to studio to draft design proposal/contract which will include a rough estimate of the production fees as well.

Acceptance of Design Proposal/Contract - Client signs and returns Design Proposal/Contract with design fees.

Second On-Site Consultation - The cost for this consultation is reflected in the design contract. MXM will bring material samples and resource materials, confirm template sizing and discuss pricing structures.

Design Phase - MXM will create first round of designs, present designs, make revisions if necessary, client signs off on designs.

Production Contract - MXM will draft production contract, present contract, discuss questions/concerns.

Acceptance of Production Contract - Client signs and returns Production Contract with first payment.

Production Phase - Upon receipt of first payment, MXM orders materials, begins production. NOTE: The vast majority of architectural mosaics are completed in our studio and then installed on-site.

Progress Report - MXM will take photographs weekly and send them to client to review progress. Client may also schedule an appointment to view progress in MXM studio mid-way through production.

Progress Payment - Depending on size and scope of project, one or more progress payments may be required during production.

Almost Finished - Complete and install mosaic. Receive final payment. Schedule appointment to return for grout sealing.

Finished! - Seal grout.