



For Office Use Only
Project # _____ Client _____

1521 N. Jantzen Ave., #379 • Portland, OR 97217 • Tel 503-283-9611 • Fax 503-289-7598

## Getting Started Checklist

When you are ready to start, please provide the information listed below, attach the required items and send your package to the address above.

### Proposal Documents

Enclosed are two copies of your design proposal. Please sign send one back to the address above.

- Signed copy of design proposal (please initial payment disclosure)
- Payment for design fee (refer to invoice for amount)

### Design Documents

Site plan or shell plan of space with legible dimensions

- Hard copy of plan is attached
- Architect will send digital file to: **Info-bwd@BarbaraWrightDesign.com**
- Space planning Requirements form filled out
- Merchandising Plan filled out
- Dispensary Requirements form filled out
- Visual Marketing Questionnaire

### Persons of Interest

Please provide name and phone number for other design team members (architect, contractor) or other people who we may need to contact (developer, landlord, architect etc.)

<u>Name</u>	<u>Company or Title</u>	<u>Phone No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____