

So the renovation is nearly done and you need window coverings, or you can no longer face those faded drapes and need a change. How do you make it happen?

### **The Brief**

Send us a brief: Jot down what you have in mind and send it to us or call us to discuss your plans. Here are some ideas of what a brief should include. Photos or sketches are always helpful.

- For Blinds, Drapes and Sheers: the length and width (in inches) of the area you want covered by the window treatment. For Drapes and Sheers it would also help to know the type of finish you want at the top (e.g. inverted pleats, pinch pleats, grommets, tab top, etc.),
- For duvet covers: the size of your duvet. Any extras like piping, flange or trim.
- For bedskirts: the style of bedskirt you are interested in (e.g. boxed, gathered, box pleated, etc) and the size of your bed (length, width and height).
- For cushions: the size of the cushion and the style you want (e.g. knife edge, boxed, with piping or trim).

### **Rough Estimate**

When we receive your brief, we will give you a rough estimate of the labour cost to manufacture your soft home furnishings.

### **Measurements**

If our rough estimate aligns with your budget, we will come to your home to take precise measurements and give you a detailed quote for the labour cost. We will also calculate your fabric requirements. Reasonable travel costs will be added for consultations outside the GTA.

### **Schedule Project**

Once you accept our quote, we will reserve time for your project in our work schedule. You must ensure we receive your fabric in time. When we take possession of your fabric we require a 50% deposit. We require the balance of payment at installation.

### **Schedule Installation**

As your project nears completion, we will contact you to arrange an appointment for delivery and installation.

### **Install**

When we come to install, it helps us if you can remove any ornaments and furniture in the area where we are hanging the drapes or blinds. It will also save time if you can remove all old hardware, hooks or nails that may be in the way of a new installation. Installing Roman blinds into a wood window frame and/or hanging drapes within the GTA is included in our price. Reasonable travel costs will be added for installations outside the GTA.