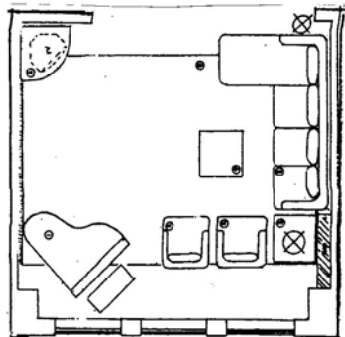
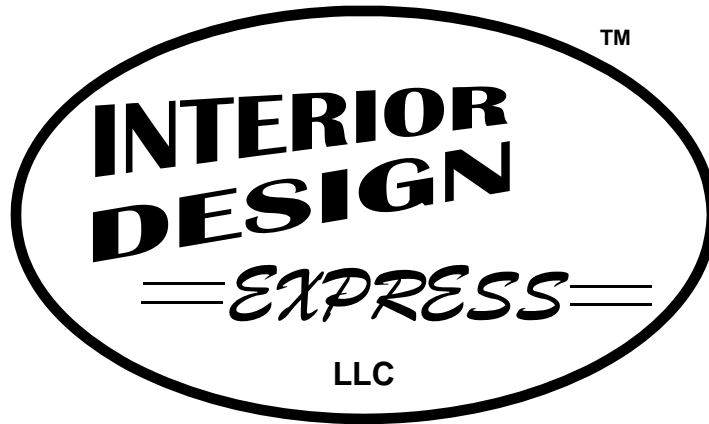
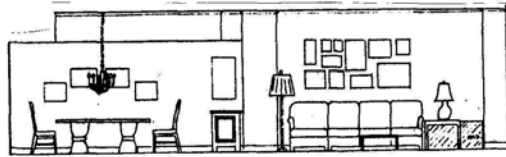




# INTERIOR DESIGN PLANNING

by



[WWW.INTERIORDESIGNEXPRESS.COM](http://WWW.INTERIORDESIGNEXPRESS.COM)

# WELCOME TO INTERIOR DESIGN EXPRESS™ LLC

**“When you start with a great DESIGN, you can EXPRESS your taste with style.”**

We want to help you to create a wonderful, beautiful and comfortable home that will be a source of pleasure and pride to you.

You will get professional designs and advice that will give you the tools and confidence to furnish and decorate your home beautifully. All plans and design advice are prepared especially for you by our award winning New York design team.

Our Design Services, include:

- ✓ Space and Furniture Planning
- ✓ Advice on Window Treatments
- ✓ Paint Color Selection
- ✓ Ask the Designer

You can use our services all at once or in stages, as you need them.

It's simple to work with Interior Design Express™ LLC.

First decide which rooms you need help with, and the services you need for each room.

Then follow the simple instructions, and return the completed booklet along with other items in the “What to Send” listing, in the enclosed envelope.

We will rush your designs and our advice to you, so you can begin furnishing, decorating and creating a great home.

For Space and Furniture Planning see pages 3-11

For Window Treatment Advice go to page 12

For Paint Color Selection go to page 13

To “Ask the Designer” go to page 13

Order form and pricing is on page 15

**Copyright Notice:**

All materials produced and supplied by Interior Design Express™ LLC are copyrighted and may only be used and/or reproduced for the purpose of engaging the services of Interior Design Express™, LLC.

# SERVICES OFFERED

## SPACE PLANNING AND FURNITURE ARRANGEMENTS

*If* you need help selecting and arranging furniture, or need help with a difficult room or space...

*We'll* prepare for you:

- A furniture plan, drawn to scale, with descriptions and dimensions of furniture pieces.
- A view of your room, wall by wall.

You can use these plans to select furniture with the confidence that it will fit beautifully into your professionally designed room.

## PROFESSIONAL WINDOW TREATMENT ADVICE

*If* you want to know how to treat and dress your windows, get great design advice, suggestions about products, or have difficult windows or conditions ...

*We'll* send you:

- Recommendations that will help you to create wonderful window treatments
- Advice that addresses your specific issues and concerns
- Helpful information about available products
- Suggestions on installing and positioning your window treatments

This clear and useful information will make it easy for you to treat and dress your windows like a pro. You can shop at retail stores and through catalogs that offer ready-made and semi-custom merchandise, or use these suggestions for planning custom or shop-at-home window treatments, or even for sewing your own curtains or shades.

## PAINT COLOR SELECTION

*If* you need help selecting paint colors ...

*Our* designers will:

**Select paint colors for your room(s) based on your fabric selections and other colors in the room**

We'll also tell you which type and finish of paint to use for the walls, doors, trim, etc.

## ASK THE DESIGNER

*If* you have questions or a difficult situation that needs a professional's help ...

*Our* designers will personally:

- Answer your questions and address your specific issues
- Help you resolve your design dilemmas

This service allows you to ask questions about any concerns or questions you may have about designing and decorating your home, colors, finishes, care of home furnishings, etc. You can also check your furniture choices before purchasing.

# FOR SPACE PLANNING & FURNITURE ARRANGEMENTS:



## WHAT TO SEND



- **Measurements of your room** (we'll show you how on page 7)
  - \* **VERY IMPORTANT:** All plans are based on YOUR measurements. Double check each dimension. If your measurements are not correct, furniture specified may not fit.
- **A description of the room to be designed and how you plan to use it** (on pages 4 & 5)
  - Name of room and tell us anything else you think we should know when designing this room. It isn't necessary to tell us that you plan to sleep in a bedroom, or eat in a dining room. It is helpful, however to know things that are unique to you.
- **A list of furniture which you already have and would like to keep in room.** (on page 5)
- **A list of the furniture that you have seen at furniture retailers, and would like to use in your room.** (on page 5)
- **Photos of the room — Pictures of all 4 walls in room**
  - Photos are an important tool for a successful project. It allows us to "see" your room(s). Take one picture of each wall. If wall is too long to fit into one photo, take two. You can send snapshots or digital photos. For snapshots, label the back of the photos "Living Room, wall "A", etc. (which will correspond to the label on your measurement diagram).
  - If you would like to e-mail your digital photos to us, label photos "Living Room- wall A", etc, attach a note with your name, address, e-mail address and phone number, so we can match up your photos with your order, and contact you if we have any difficulty viewing your pictures.
  - E-mail to: [Designer@InteriorDesignExpress.com](mailto:Designer@InteriorDesignExpress.com)



**ROOM(S) TO BE DESIGNED —**

- Living Room       Dining Room       Home Office       Master Bedroom       Child's Bedroom  
 Living / Dining Combination Room       Guest Room       Basement  
 Family Room       Guest Room / Home Office combination  
 Other (specify) \_\_\_\_\_

**ANSWER THE FOLLOWING QUESTIONS FOR ROOM(S) TO BE DESIGNED :**

**For Living Room :**

- Formal or  family casual?  
 Sectional,  No sectional,  No preference -whatever works better  
TV?  Yes  No If yes, what size ? (include width and height if possible) \_\_\_\_\_  
 Plasma (thin) or  picture tube (traditional type)

**For Family Room :**

- Sectional,  no sectional,  no preference -whatever works better  
TV?  Yes  No If yes, what size? (include width and height if possible) \_\_\_\_\_  
 Plasma (thin) or  picture tube (traditional type)  
Is storage needed?  Yes  No If yes, what type?  Toys  books or collections  
 audio equipment  tapes, cds, dvds  other(specify) \_\_\_\_\_

**For Master Bedroom :**

- Bed size -  twin,  double,  queen,  king How many beds? \_\_\_\_\_  
TV?  Yes  No If yes, what size? (include width and height if possible) \_\_\_\_\_  
 Plasma or  picture tube?  
How many people sleep in this room? \_\_\_\_\_  
Other functions needed in room besides sleeping and dressing? (like office, computer, work space)  
\_\_\_\_\_

**For Home Office, Guest Room or Home Office/Guest Combination :**

- How many people will use office? \_\_\_\_\_  
If more than one, will more than one work area be needed?  Yes  No  
What is maximum number that will sleep in room? \_\_\_\_\_  
For guest room, will this only be used as a guest room,  yes  no  
or, will it be used for other functions when not in use by guests  yes  no ?  
If yes, describe \_\_\_\_\_

**Child's Bedroom :**

- How many children will sleep in this room? \_\_\_\_\_  boy(s) or  girl(s)?  
Bed size other than twin? \_\_\_\_\_  
TV :  Yes  No  
Desk space?  Yes  No With Computer ?  Yes  No

**Basement :**

Describe usage \_\_\_\_\_  
\_\_\_\_\_

**FOR THE ROOM(S) SELECTED:** (if designing more than one room, use a separate page for each room.  
You may make copies of pages. Use "EXTRA SPACE," if necessary.)

What you would like to achieve in this space, (For instance, "I want a dining room that my family will eat dinner in every night. I also want to be able to use it on holidays when I have a big crowd.")

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there unique features, special situations, needs or problems that we should know about ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List furniture, with dimensions, that you have and want to keep in the room

You may include photos if you wish.

Give the 3 dimensions: width, depth, & height of each, like this: 1 dresser - 36"W x 26"D x 64"H. Remember, width is always left to right, depth is always front to back, and height is always top to bottom. For items that have only 2 dimensions (like artwork), write: 1 mirror - 52" W x 48" H.

Item - _____	Dimensions _____ "w X _____ "L X _____ "h
_____	_____ "w X _____ "L X _____ "h
_____	_____ "w X _____ "L X _____ "h
_____	_____ "w X _____ "L X _____ "h

(use "Extra Space" if you need more room)

List furniture that you are thinking of purchasing, that you would like included in your plans  
(include pictures if possible)

Item _____	Dimensions _____ "w X _____ "L X _____ "h
_____	_____ "w X _____ "L X _____ "h
_____	_____ "w X _____ "L X _____ "h
_____	_____ "w X _____ "L X _____ "h
_____	_____ "w X _____ "L X _____ "h



# TO DRAW A PLAN OF YOUR ROOM:

## OVERALL MEASUREMENTS

First, measure the room's overall dimensions, from wall to wall. Draw on graph paper, using 1 square for every foot in your room AND write exact measurement like this: 144" or 12'-0" on the graph paper and the Dimensions Chart. For dimensions that aren't exactly to the foot, draw line in middle of square. Label the walls "A", "B", etc. Use the diagrams and sample Dimensions Chart on these two pages to help you. We've enclosed one piece of graph paper to get you started. Don't make it beautiful, just accurate.

## MARK ROOM FEATURES

Be sure to indicate the doors, openings in the walls, windows, fireplace, etc. as shown in the following example. You will be labelling and putting dimensions (width, height, distance from bottom of window to floor) on the Dimensions Chart.

## CEILING HEIGHT

Most homes have 8' high ceilings, but if yours are higher, tell us the ceiling height. If your ceilings or windows are too high to measure safely, here are some helpful hints - 1) if there is a balcony or catwalk overlooking the room, you can double the ceiling height of an adjacent room or wall, 2) The high side of a cathedral ceiling is usually 2'-4' higher than the low side, 3) if you're estimating the height, indicate like this: 12' (est.)

## MEASURING YOUR ROOM

You will need to measure your room(s). We will show you how.

\* **VERY IMPORTANT:** Please be very careful in measuring. All plans are based on **your** measurements. Double check each dimension. If your measurements are not correct, furniture specified may not fit.

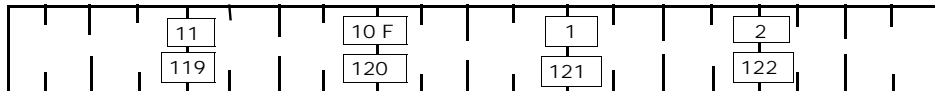
### WHAT YOU'LL NEED

**Tape measure (25' minimum is recommended)**

**A partner to help you measure, one to hold the end and the other to read the tape measure.**

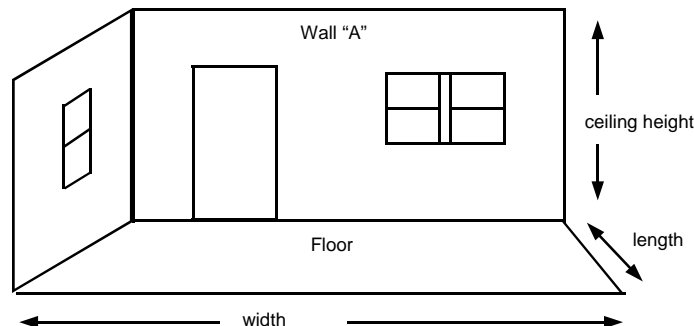
**Graph paper (page 11), dimension chart and a pencil**

**HOW TO READ A TAPE MEASURE**  
 Read as:      9'-11" or 119"      10'-0" or 120"      10'-1" or 121"      10'-2" or 122"



Picture of tape measure

Diagram of sample room for example of How to Measure.



## EXAMPLE FOR RECORDING ROOM MEASUREMENTS

Follow the corresponding numbers.

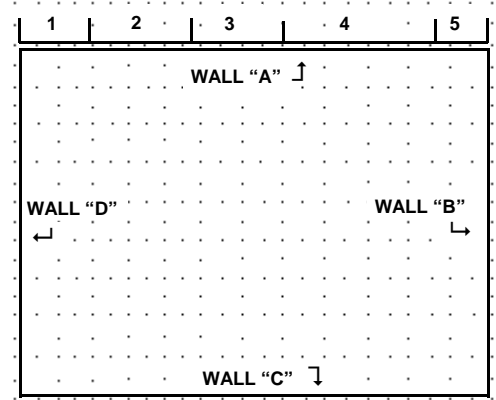
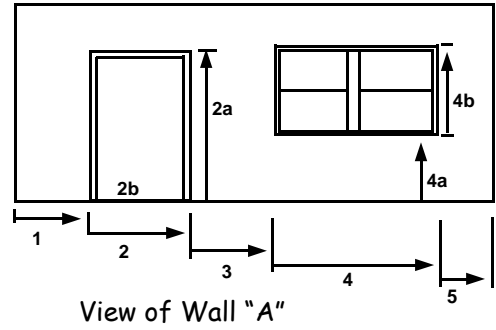
Indicate locations of doors, windows, openings:

**For each wall, measure like this:**

Wall "A" - - - - - 144" or 12'-0"

Ceiling height - 8'

- 1 - Wall- 1'-10" (or 22")
- 2 - Door width - 2'-10" (or 34") (door trim to door trim)
- 2a- Door height -including trim moulding - 6'-11" (or 83")
- 2b- Door opens: 1-into room, 2-out of room
- 3 - Wall - 2'-2" (or 26")
- 4 - Window width - 4'-0" (or 48")
- 4a - Window to floor - 2'-4" (or 28")  
(from floor to bottom of window trim)
- 4b - Window height - 3'-6" (42")  
(from bottom of window trim to top of window trim)
- 5 - Wall - 1'-4" (or 16")



If you need further measuring advice, e-mail us with a phone number and best time to call, and we'll get you through the tough spots. E-mail address: [Sales@InteriorDesignExpress.com](mailto:Sales@InteriorDesignExpress.com)

## EXAMPLE FOR USING DIMENSIONING TABLES ON NEXT PAGE

Room - LIVING ROOM Length - 12'-0" Width - 9'-0" Ceiling Height 8' -

Wall "A" - Overall Length 12'-0"

1	2	3	4	5	6	DOOR		WINDOW		OTHER		Width	Height
						into room	out of room	Door Width including trim moulding	Door Height including trim moulding	Window Width including trim moulding	Window Height including all trim moulding		
1	✓	22"											
2			✓	✓	34"	6'-11"							
3	✓	2'-2"											
4								✓	4'-0"	42"	28"		
5	✓	16"											
6													

# DIMENSIONS

Use enclosed graph paper and the tables below. Copy format from preceding page.

Room - \_\_\_\_\_ Length - \_\_\_\_\_ Width - \_\_\_\_\_ Ceiling Height - \_\_\_\_\_

Wall "A" - Overall Length \_\_\_\_\_

	<i>WALL</i>		<i>Wall Length</i>	<i>DOOR</i>	<i>Door Opens</i> <small>into out of room room</small>	<i>Door Width</i> <small>including trim moulding</small>	<i>Door Height</i> <small>including trim moulding</small>	<i>WINDOW</i>	<i>Window Width</i> <small>including trim moulding</small>	<i>Window Height</i> <small>including all trim moulding</small>	<i>Window to Floor</i> <small>from floor to bottom of window trim</small>	<i>OTHER-</i>	<i>Width</i>	<i>Height</i>
1														
2														
3														
4														
5														
6														

Wall "B" - Overall Length \_\_\_\_\_

	<i>WALL</i>		<i>Wall Length</i>	<i>DOOR</i>	<i>Door Opens</i> <small>into out of room room</small>	<i>Door Width</i> <small>including trim moulding</small>	<i>Door Height</i> <small>including trim moulding</small>	<i>WINDOW</i>	<i>Window Width</i> <small>including trim moulding</small>	<i>Window Height</i> <small>including all trim moulding</small>	<i>Window to Floor</i> <small>from floor to bottom of window trim</small>	<i>OTHER-</i>	<i>Width</i>	<i>Height</i>
1														
2														
3														
4														
5														
6														

Wall "C" - Overall Length \_\_\_\_\_

	<i>WALL</i>		<i>Wall Length</i>	<i>DOOR</i>	<i>Door Opens</i> <small>into out of room room</small>	<i>Door Width</i> <small>including trim moulding</small>	<i>Door Height</i> <small>including trim moulding</small>	<i>WINDOW</i>	<i>Window Width</i> <small>including trim moulding</small>	<i>Window Height</i> <small>including all trim moulding</small>	<i>Window to Floor</i> <small>from floor to bottom of window trim</small>	<i>OTHER-</i>	<i>Width</i>	<i>Height</i>
1														
2														
3														
4														
5														
6														

Six dimensioning tables are provided for room shapes that include extra walls.  
 Most rooms will only use 4 tables.

Wall "D" - Overall Length \_\_\_\_\_

	WALL		Wall Length	DOOR		Door Opens		Door Width including trim moulding	Door Height including trim moulding	WINDOW		Window Width including trim moulding	Window Height including all trim moulding	Window to Floor from floor to bottom of window trim	OTHER	Width	Height
	into room	out of room		into room	out of room												
1																	
2																	
3																	
4																	
5																	
6																	

Wall "E" - Overall Length \_\_\_\_\_

	WALL		Wall Length	DOOR		Door Opens		Door Width including trim moulding	Door Height including trim moulding	WINDOW		Window Width including trim moulding	Window Height including all trim moulding	Window to Floor from floor to bottom of window trim	OTHER	Width	Height
	into room	out of room		into room	out of room												
1																	
2																	
3																	
4																	
5																	
6																	

Wall "F" - Overall Length \_\_\_\_\_

	WALL		Wall Length	DOOR		Door Opens		Door Width including trim moulding	Door Height including trim moulding	WINDOW		Window Width including trim moulding	Window Height including all trim moulding	Window to Floor from floor to bottom of window trim	OTHER	Width	Height
	into room	out of room		into room	out of room												
1																	
2																	
3																	
4																	
5																	
6																	



# WINDOW TREATMENT ADVICE



- Describe the room and the style and feel you desire, (for instance, sleek and uncluttered, warm and cheery with lots of color and pattern, formal with a tailored feel or with rich flowing draperies)

---

---

---

---

---

- Tell us what you need your window treatments to do (ie. dress the windows, give privacy, etc.)  
If you get strong morning or afternoon sun, you could mention that. If you know the direction the window faces (north, south, east, west), indicate that also.

---

---

---

---

---

- Description of view (helpful but not necessary) .

Tell what each window faces, for instance: a neighbor's windows, a busy street, a private wooded area, the wall of a building etc.

---

---

---

---

---



- Photos of all of the windows in the room

Show us as much of the room height as possible. If we are not designing the rest of the room, send photos, showing the furnishings, so we get a feeling for the style of the room, and suggest window treatments that will be consistent with that style. If you would like to e-mail digital photos to us, attach a note with your name and phone #, store name including city and state, and label photos "Living Room -wall A", etc.  
E-mail to: [Designer@InteriorDesignExpress.com](mailto:Designer@InteriorDesignExpress.com)

- Magazine Pictures (totally optional)

You may want to include magazine pictures that show window treatments that you like, but aren't sure how you can apply the idea to your windows.

# PAINT COLOR SELECTION



Room(s) to be painted \_\_\_\_\_

If there are color(s) that you prefer or just don't want \_\_\_\_\_

Which paint brand is available to you (check all that you know) :

- Benjamin Moore    Sherwin-Williams    Pratt & Lambert    Ralph Lauren



- Samples of fabrics, carpets, etc. that you'll be using in your room(s), and we'll select the color that you should paint your walls and trim.  
Fabrics and carpets should be selected before the paint color, since you have many more choices with paint for making color matches.
- Color copies of fabric, curtains or carpet, since color copies tend to reproduce the color pretty accurately.
- Color photos can be helpful to help us "see" the room, but not for color matching, since they often distort the color.

# ASK THE DESIGNER

You can ask general or specific design questions. Your questions can be about picture placement, color schemes, how you can mix styles and still have a great design, etc. You can ask about the room we're designing or any other room. Tell us which room you're asking about. Use back of this page if needed.

Question 1: \_\_\_\_\_

---

---

---

---

---

---

---

---

Question 2 : \_\_\_\_\_

---

---

---

---

---

---

---

---



# ORDER FORM FOR INTERIOR DESIGN SERVICES

by



Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street

City

State

Zip Code

Phone \_\_\_\_\_ (days) \_\_\_\_\_ (eves)

E-Mail address (optional) \_\_\_\_\_

Service	Unit Cost	Comp. Value	Quantity	Total
Space and Furniture Planning	\$ 325 per room	(\$850.00)	X	= \$
	\$ 475 for living/dining combination room	(\$1,050.00)	X	= \$
Window Treatment Advice	\$ 50 per room	(\$150.00)	X	= \$
Paint Color Selection	\$ 50 per room	(\$150.00)	X	= \$
Ask the Designer	\$ 50 per question	(\$150.00)	X	= \$

## DIRECTIONS:

- **Fill out this Order Form** (Use only 1 form per home)  
When requesting services for more than one room, photocopy applicable pages for each additional room:
  - 1) For Space Planning, pages 5, 9, 10 & 11 .
  - 2) For Window Treatments, page 12
  - 3) For Paint Colors, page 13
- **Answer all applicable questions in "Tell us"**  
(Use extra paper as needed)
- **In envelope provided, enclose :**
  1. **Completed booklet**
  2. **All items in "What to Send"**
    - > Plans
    - > Measurements
    - > Photos (be sure to label)
    - > Fabric swatches for paint color selection
  3. **Payment**

**Send to:** Interior Design Express, LLC  
P.O. Box 615  
Pomona, NY 10970-0615

<b>Subtotal</b>	\$
Shipping & handling	\$ 4.95
Sales Tax (NY only)	\$
<b>TOTAL</b>	\$

### Payment Method :

- Bank Check or Money Order :  
Payable to : Interior Design Express, LLC
- Credit or Debit Card :  
 Visa     Mastercard
- Card # \_\_\_\_\_  
Expiration date \_\_\_\_/\_\_\_\_  
Card Code (last 3 numbers on back of card) \_\_\_\_\_  
Signature \_\_\_\_\_  
Name on card \_\_\_\_\_  
Billing Address \_\_\_\_\_  
(if different than shipping) \_\_\_\_\_

### Limits of Liability :

Interior Design Express™, LLC cannot be responsible for errors due to customers' incorrect measurements or failure to follow design advice. Liability is limited to design fee paid.

For questions, call or e-mail us.

E-Mail : Designer@InteriorDesignExpress.com

Phone : 914-316-1252



Copyright 2008  
Interior Design Express, LLC

[www.InteriorDesignExpress.com](http://www.InteriorDesignExpress.com)