Design Firm Name

**Mobile**

555 555 5555

**Telephone**

555 555 5555

**Email**

email@designfirm.com

**Website**

www.designfirm.com

*Choosing an architect isn’t easy.*

*You need the right architect who has the specific skill for your character home project and there is a right ‘fit’ between you and your architect.*

*This may or not be me!*

*In our experience the best way of finding out whether we are the right ‘fit’ is to fully understand what you are looking for; and this is achieved through our initial consultation session.*

*If for some reason we then discover that we are not an ideal ‘fit’ then you are free to take the report to another designer for them to continue the process.*

**INITIAL CONSULTATION BOOKING**

When considering renovating your character home the **Initial Consultation** with [architect name] is the first step. Here is why…

* To obtain a registered architect’s opinion on the feasibility of the project. [architect name] is [location] leading [project type] expert.
* To produce an outline brief detailing rooms, sizes, orientation etc...
* To discuss potential solutions in outline form
* To discuss ‘look and feel’ of a potential scheme
* To discuss the planning viability of the project and your ideas
* To give outline construction costing for budget usage
* Outline the requirements for Building Regulations (xxx)
* All travel prices included in price for Wellington region (other areas beyond this area are priced at ‘cost’)
* Production of report including the above
* Report includes schedule of services & fee proposal on next stages of project
* Consultation cost credited to account on progression to next stage

*A doctor wouldn’t operate without a proper diagnosis; this initial consultation works in the same way. This initial consultation starts a strategy designed to precisely understand your requirements, then to give findings and recommendations and a plan to move forward with a timeline and budget.*

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**Yes I would like to book an initial consultation with Mona Quinn as described above.**

**Enclosed is a cheque/credit card details for $492.00 made payable to Callidus Architects for this initial consultation. Receipt sent upon payment.**



**Return by post to**

Firm Name

Firm Address

**Or scan and email** **to**

email@designfirm.com