

VIVERE

DECOR IDENTITY

INTERIOR DÉCOR PROJECT WORKFLOW

Phase 0: Onboarding

- Initial Enquiry
- Discovery Call
- Services Explained
- Fee Proposal
- Quotation Sent
- Contract Issued
- Deposit Received
- Consultation Scheduled

Phase 1: Consultation

- Welcome Pack Sent
- Initial Consultation
- Design Agreement Signed
- Site Visit
- Project Brief
- Project Folder Created
- Project Overview & Quotation
- Client Approval and Questionnaire

Phase 2: Concept Development

- Moodboard Development
- Inspiration Direction Approved
- Moodboard Revision Round 1
- Layout / Space Planning
- Furniture Sourcing
- Décor Sourcing
- Moodboard Final Approval
- Initial Budget Costing

Phase 3: Design Development

- Furniture Specification Schedule
- Furniture Selections
- Supplier Comparison
- Material Samples Presented
- Fabric & Sample Selections
- Hard & Soft Finish Selections
- Final Selections Approved
- Furniture Drawings (where applicable)
- Order Sheets for Quotations
- Supplier & Factory Quotations
- Updated Budget & Quotation
- Client Presentation
- Client Sign-off & Approvals

Phase 4: Procurement

- Stock Availability Check
- Lead Time Confirmation
- Final Client Approval
- Place Furniture Orders
- Place Manufacturing Orders
- Place Décor Orders
- Issue Purchase Orders
- Supplier Deposit Payments
- Procurement Tracker Updated
- Production Schedule Confirmed
- Weekly Client Procurement Update

Phase 5: Manufacturing

- Factory Production
- Production Schedule Confirmed
- Manufacturing Updates
- Factory Progress Photos
- Quality Inspection
- Quality Control Sign-off
- Ready for Dispatch

Phase 6: Logistics

- Arrange Deliveries
- Delivery Schedule Confirmed
- Final Supplier Payments
- Balance Invoice to Client
- Damage Check Upon Delivery
- Schedule Installation
- Installation Team Confirmed

Phase 7: Installation & Styling

- Furniture Installation
- Décor Installation
- Artwork & Rug Placement
- Punch List
- Final Styling

Phase 8: Project Completion

- Final Client Walkthrough
- Project Handover
- Care & Maintenance Guide
- Warranty Documentation
- Testimonial Request
- Project Completion