



VIK + ROMA

WELCOME GUIDE

Your home is your sanctuary. We create
homes that inspire joy and comfort.

WELCOME

At Vik + Roma, we believe that your home should be a haven from the outside world. We create home that inspire joy and comfort. From discovering your personal style to knocking down that wall that's been preventing the open concept living area you've been longing for, we'll make sure that your space isn't just aesthetically pleasing, but also a reflection of you.

We offer the following services:

- Design plan with 3D renderings, floor plans, detailed spec sheet
- Collaboration with contractor regarding floor plans, on-site construction progress, etc.
- Selection of materials, finishes and fixtures
- Drafting of space planning, lighting design, elevations and millwork
- Budget management
- Sourcing of furniture, lighting and accessories
- Styling and accessorizing



ABOUT US

Our Design Philosophy:

We design creative homes that embrace peoples stories and evoke joy....a place that feels cozy and warm, that can grow and evolve with our clients.

We believe that living well means having a home that is ultimately a true expression of the people who inhabit it.

What we do best is incorporate all the layers that make a house feel like a home.

Our Design Style:

We are known for our creative, timeless and eclectic approach to design, while adapting our Icelandic and Romanian influences. Modern, graceful, cozy, soulful, artistic, sexy and unexpected are some of the adjectives that define our brand.

Our team takes on a fully immersive approach, from interior architecture and furnishings, to art curation and custom product development.



Client Info

Name

Address

Phone

Email

Who lives in your home and what are their ages?

How long have you lived in your home and how long to do you plan to live in your home?

Number of bedrooms:

Number of bathrooms:

Approximate house square footage

Age of house:

What sparks Joy for you

What's your favorite car?

What city inspires you?

What's your favorite vacation spot?

What's one of your favorite movies?

What's your favorite hotel?

What are some of your go to colors?

Who are some of your favorite artists?

What music or music artist can you not live without?



STEP 1 - Consultations

During the consultation, we cover the scope of the project in detail. We also discuss, budget, style preferences, and timeline. Further, we delve into the long term and short term goals for your home, your values, and your lifestyle so we can formulate and execute a design plan that suits you and your family's needs.

STEP 2 - Proposal

Based on our initial consultation, we formulate and submit a proposal outlining our estimated hours, fee structure, timeframe and some policies, etc. Proposals are working documents that can be modified at any time. Our goal is to set a foundation that is comfortable and realistic, ensuring that we're on the same page moving forward. Upon approval of the proposal, we send a contract for review and signature. Along with the executed contract, we require a retainer fee which will be credited against any outstanding invoices.

STEP 3 - Design Phase

This is where the party starts! We start working on the conceptual design based on the floor plan and your style preferences. We start with developing a color scheme, sourcing of fabrics, furniture, lighting, fixtures and materials. This is the phase where materials for flooring are selected, window treatments are designed, hardware, counters and cabinetry are chosen. Drawings, samples, and pictures are gathered. Quotes and pricing are researched and cataloged. In sum, this is where all design decisions are carefully sourced, examined and considered. During this phase, there will be continuing correspondence and/or meetings to ensure that we're on track.

STEP 4 - Implementation Phase

Throughout the design process, we manage the project with responsiveness and attentiveness. Our team ensures that deliveries are seamless, trades work is satisfactory, furniture purchased, schedule is on track and no detail is overlooked. Throughout this phase, we will be available to ensure that any outstanding items are addressed. For renovation projects specifically, we will be in constant communication with the contractor and his/her team to ensure that the design plan is being executed correctly.

STEP 5 - Installation Phase

This is where the vision becomes reality. All work by trades has been completed, the furniture has been delivered, accessories placed and art hung. This usually occurs on one day so we can present you with a final reveal. Styling is what truly elevates your space. A couple of days prior to installation, we source accessories such as art, lamps, throws, vases, etc. On installation day, they will be placed throughout your space. You'll have a day or two to decide which pieces you would like to keep. At the end of the project, we will walk through the space together, and compile a list of any outstanding items or tasks. We will arrange to have all of these items taken care of quickly and efficiently.

STEP 6 - Photography

We'll work around your schedule to have your beautiful new space professionally photographed, before leaving you to bask in your newly designed home.

RATES

- *DESIGNER : \$200/HOUR*
- *PROJECT MANAGER : \$75/HOUR*

PROJECT MINIMUMS

We're a small firm, so to offer an optimal experience to all parties, we maintain strict criteria in how we choose our clients and projects. Listed below are our project minimums.

- *Design Fees: 5k minimum*
- *Decoration Project: 25k furniture budget minimum*
- *Renovation Project: 50k renovation budget minimum*

TRADE DISCOUNTS

One of the perks of working with a designer is having access to trade only vendors and taking advantage of our discounts. Please note the purchasing guidelines below are for decoration projects only.

- We require that any items sourced by us, must be purchased through us.
- Under Connecticut law, as the reseller utilizing the trade discount, we are required to be the buyers of the goods. This works well for our clients as we take care of the purchasing process and our team immediately addresses any defects or damage issues that may arise.
- For any trade discounts that are 20% or less, we charge the retail price to cover the cost of our overhead.
- For any trade discounts that are greater than 20%, we split the difference. For example, if the trade discount is 40% off retail, we sell the item to you at a 20% discount off retail.



FAQ

HOW OFTEN DO YOU BILL?

We bill on a monthly basis. At the beginning of the month, you will receive invoices for goods and services for the prior month. Payment is due within 30 days after receipt of invoices.

WHAT FORMS OF PAYMENT DO YOU ACCEPT?

We accept checks and all credit cards. We do charge a service fee of 1.8% for the use of credit cards.

DO YOU TAKE RETAINERS?

Yes, after the execution of a contract, we require a 20% deposit retainer. We apply the retainer to the first invoice and each one thereafter until the retainer is used up.

CAN YOU RECOMMEND ANY ARCHITECTS OR CONTRACTORS FOR MY PROJECT?

It's one of the perks of working with a designer. We have a number of architects, contractors, structural engineers, etc., who we work with regularly. Forming and working with a team is one of the things we excel at.

I'M HAVING A HARD TIME FIGURING OUT A BUDGET, CAN YOU HELP?

Yes. For decoration projects, we can draft a line item budget which will help us figure out how much to spend on each item and overall cost. For renovation projects, we rely on our past experience and can give you a rough ballpark on costs, materials and finishes.

DO YOU SOURCE ARTWORK?

Definitely! It's one of our favorite parts of our job. Once we get a better handle on your budget and personal preferences, we will tap into our network to give you personalized recommendations.

HOW DO YOU PREFER TO COMMUNICATE WITH CLIENTS?

We find that emails or calls work best. Text messages can be utilized when we have to address time sensitive questions.