|  |  |
| --- | --- |
| *Date:* |  |
| *Client Organization:* |  |
| *Client Project Name:* |  |
| *Client Project#:* |  |
| *Prepared by:* |  |

**About this document**

*The purpose of this document is to help provide Crisp Linens’ clients with a tool to provide accurate and complete project information and direction needed to facilitate the desired project outcome and a great client experience. If easier for you, this information can be provided over the phone as I always welcome discussions!*

# About the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Project overview – please provide general description of the project (e.g. new build, renovation, design style, etc.)* | | | | |
| * (insert answer here) | | | | |
|  | | | | |
| *What are the linen requirements of the project?* | | | | |
|  | | | | |
| *Types of linens required (check applicable boxes)* | | *Types and number of rooms (indicate number beside applicable rooms)* | | |
|  | Bed linens |  | Bedrooms |
|  | Bath linens |  | Bathrooms |
|  | Table linens |  | Living/Family rooms |
|  | Fabric |  | Dining rooms |
|  |  |  | Kitchens |

# Specific Project Deliverables

|  |  |
| --- | --- |
| *Please provide project specifications for each room within the scope of the project including:*   * *Name of room (e.g. master bedroom)* * *Specific Linen requirements (e.g. king bed sheet sets, duvet cover, pillow shams etc.)* * *Design style of room (e.g. modern, traditional, coastal, country etc.)* * *Desired linen style (e.g. natural tones with texture)* * *Special Considerations (organic, hypoallergenic, special size requirements, etc)* | |
|  | Room name |
| Insert details here | |
|  | Room name |
| Insert details here | |
|  | Room name |
| Insert details here | |
|  | Room name |
| Insert details here | |
|  | Room name |
| Insert details here | |
|  | Room name |
| Insert details here | |

# Colours, textures & inspirations

|  |  |
| --- | --- |
| *Please identify the colour palette for the design project (paint colours, wall papers, other related fabric colours and textures) If possible, please attach any images related to the project (design sketches, inspirational images etc.)* | |
|  | Room name |
| Insert details here | |
|  | Room name |
| Insert details here | |
|  | Room name |
| Insert details here | |
|  | Room name |
| Insert details here | |
|  | Room name |
| Insert details here | |
|  | Room name |

# Budget

|  |
| --- |
| *Please identify below the budget (including taxes) that has been allocated for each room involved in your project for Crisplinens to make effective linen recommendations.* |

|  |  |
| --- | --- |
| Room Name | Maximum Budget |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Totals |  |

# Timeline Details

|  |  |
| --- | --- |
| *Please identify key dates associated with the project (e.g. client approvals, delivery deadlines, install dates)* | |
| Milestone or Deliverable | Date |
|  |  |
|  |  |
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# Other Notes

|  |
| --- |
| Insert details here |