



Date:

Client Organization:

Client Project Name:

Client Project#:

Prepared by:

About this document

The purpose of this document is to help provide Crisplens' 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!

1 About the project

Project overview – please provide general description of the project (e.g. new build, renovation, design style, etc.)

Insert details here

What are the linen requirements of the project?

Types of linens required (check applicable boxes)

- Bed Linens
- Bath Linens
- Table Linens
- Fabric

Types and number of rooms (indicate number beside applicable rooms)

- ___ Bedrooms
- ___ Bathrooms
- ___ Living/Family rooms
- ___ Dining rooms
- ___ Kitchens



2 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)

1.	Room name
Insert details here	
2.	Room name
Insert details here	
3.	Room name
Insert details here	



4.	Room name
Insert details here	
5.	Room name
Insert details here	
6.	Room name
Insert details here	



3 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.)

1.	Room name
Insert details here	
2.	Room name
Insert details here	
3.	Room name
Insert details here	
4.	Room name
Insert details here	
5.	Room name
Insert details here	
6.	Room name
Insert details here	



4 Budget

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

Room Name	Maximum Budget
Total	

5 Timeline Details

Please identify key dates associated with the project (e.g. client approvals, delivery deadlines, install dates)

Milestone or Deliverable	Date

