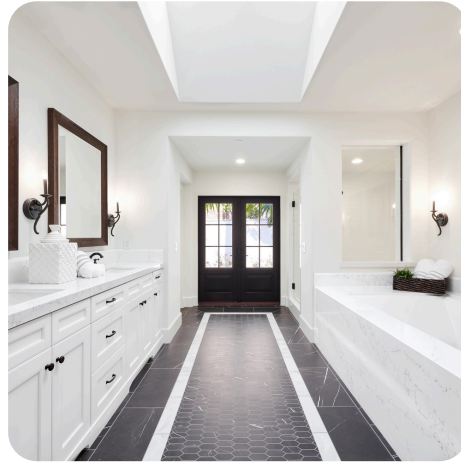
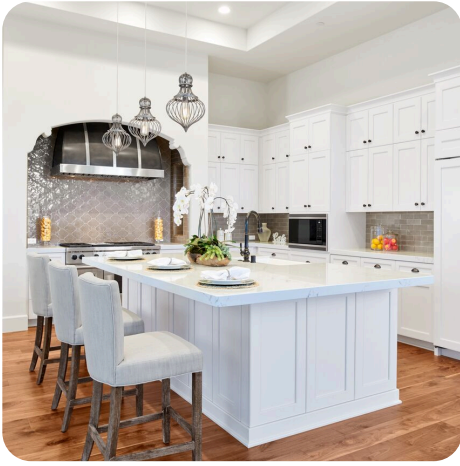


WELCOME!





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# OUR MISSION



## MISSION STATEMENT

At K. Smith Interiors we strive for excellence, detailed communication, and thoughtful coordination with our clients, contractors, and trade partners. We rely on a thorough “step by step” process, years of experience, quality products, and workmanship to create beautiful results for our clients.

## OUR PROCESS

### PHASE 1:

- Consultation onsite
- Scope of Work, Letter of Agreement, and Design Contract
- Review Agreement, Collect Deposit and Signature to Initiate Project
- Trade Day – Onsite Measurements, Photos and Final Criteria Meeting with clients
- Execute Plans, Renderings, Elevations, Material and Product Sourcing
- Design Package Presentation at the KSI Studio
- Client Review/Feedback, Revisions Addressed

### PHASE 2:

- Present Updated Design Plan and Review Budget
- Collect Deposits and Signatures
- Place Orders (surfaces, finishes, fixtures, furniture, etc...)
- Initiation of Construction/Remodel Project with General Contractors and Trades
- Track Materials and Coordinate Schedules
- Job Site Walks with General Contractors and Trades During Construction and Installation

### PHASE 3:

- Furniture Finishes and Accessories Styling per Furniture Package
- Client Reveal and Quality Walk Thru

DESIGN YOUR LIFE!

# OUR POLICIES

## Office Hours - Monday- Friday 9AM – 4PM

Client meetings are by appointment only both in office or on site

## Contact – Owner/Principal Designer

Name: Kristi Smith

Phone: (714)-720-3414

Email: [kristi@ksmithinteriors.com](mailto:kristi@ksmithinteriors.com)

Address: 151 Kalmus Dr. Suite B100, Costa Mesa, CA 92626

## Communication

The success of your project is contingent upon open communication. We will do our best to reply within 24 hours (business days) to any form of communication. We recommend using email.

## Meetings

We request that all meetings be scheduled at least 72 hours in advance. We understand the unexpected can happen, and would like a 24-hour notice if a reschedule becomes necessary. Unless other specific arrangements are made, the presentation of your design plan will take place in our design studio in order to allow us to use the professional display samples, boards, and any collateral materials to properly convey the design concept and details. If a follow up appointment is needed at your home we can certainly arrange that.

## Payments

Your payment schedule is outlined in the “Letter of Agreement,” and all invoices will be sent via email. Payment accepted directly via credit card will be subject to a transaction fee. Payment is also accepted via bank to bank transfer including a transaction fee. We also accept payments via check made payable to – K. Smith Interiors

# DESIGN SERVICES



At K. Smith Interiors we believe that every space has the potential to reflect the unique personality and style of its inhabitants. With our diverse range of design services, we strive to transform your vision into reality, whether it's a full custom build home, a renovation project, or a simple face-lift for your living space.

## CUSTOM HOME BUILD

Embark on the journey of creating your dream home from the ground up with our full custom home build design and specifications service. Our team of experienced designers will work closely with you to understand your preferences, lifestyle, and architectural requirements. From conceptualization to construction drawings and material selections, we ensure every detail is meticulously planned to bring your vision to life.

## CONSTRUCTION AND REMODEL

Revitalize your existing space or transform it entirely with our construction and remodel service. Whether it's an addition, a kitchen renovation, or a whole-house remodel, we handle every aspect of the project with expertise and attention to detail. From structural changes to finishing touches, we strive to enhance the aesthetics and value of your home. Our specialized design services focus on creating functional, beautiful spaces that cater to your lifestyle.

## FURNISHINGS AND STYLING

Elevate the look and feel of your home with our face-lift projects. Whether it's new paint, wallpaper, window coverings, or updating the lighting fixtures and accessories, we specialize in enhancing your space without the need for major construction work. Our FF&A (Furniture, Finishes, and Accessories) service encompasses everything from furniture selection to art curation, area rugs, and decorative accessories to create a cohesive and inviting atmosphere in your home.

# TURNKEY PACKAGE



## PACKAGES DESIGNED

Turnkey Packages are tailored to the style, value, and functionality of your home and lifestyle. From affordable to high end luxury, all the items necessary to complete the space are considered.

## BATH PACKAGES

Linens, rugs, accessories, and bath essentials to compliment the design are provided.

## BED ROOM PACKAGES

From mattresses to linens, all bedding is professionally laundered and pressed prior to making the beds

## KITCHEN PACKAGES

Kitchen packages include service for 12 and the additional items listed below as needed:

Bakeware

Cookware

Cutlery

Dishware

Glass and Stemware

Silverware

Utensils and Cooking Tools

Serving Dishes and Mixing Bowls

Dish Towels and other linens

Small Appliances – toaster, blender, mixer, food processor, coffee system

For the convenience of the client we offer complete turnkey design and finish, homes will be clean and move in ready including items noted above.

# Guide to Sharing Design Inspiration

Dear Valued Clients,

At K.Smith Interiors, we value your input and strive to create spaces that reflect your unique style and preferences. One effective way to communicate your design inspirations with our team is by sharing photos through social media platforms like Instagram, Pinterest, and Houzz. Here's a simple guide on how to do so effectively:

## INSTAGRAM

**Create an Account:** If you haven't already, create an Instagram account.

**Follow Us:** Follow our official Instagram account [@k.smith\_interiors].

**Upload Your Photos:** Share your design inspiration photos on your Instagram profile.

**Tag Us:** Tag our account [@k.smith\_interiors] in the photo or in the caption.

**Use Hashtags:** Include relevant hashtags such as #DesignInspiration and # [YourCompany] to ensure we can easily find your posts.

## PINTEREST

**Sign Up/Login:** Sign up for a Pinterest account or log in to your existing account.

**Create a Board:** Create a new board specifically for your design project.

**Pin Your Inspirations:** Pin images from various sources that inspire your design vision onto your board.

**Share the Board:** Once you've curated your board, share it with us by inviting our team to collaborate or by sending us the board link via email.

**Add Descriptions:** Add descriptions or comments to each pin to provide context for your selections.

## HOUZZ

**Join Houzz:** If you're not already a member, sign up for a Houzz account.

**Create Ideabooks:** Create one or more ideabooks dedicated to your project.

**Save Inspirations:** Browse Houzz for inspiration and save images that resonate with your design preferences to your ideabooks.

**Share with Us:** Share your ideabooks with our design team by inviting us to view them or by providing us with the link.

**Leave Comments:** Use the comment feature to explain why you're drawn to certain images or to highlight specific elements.

By following these simple steps, you can effectively communicate your design preferences and inspirations with our team, helping us to create a space that exceeds your expectations. If you have any questions or need further assistance, don't hesitate to reach out to us.

We look forward to collaborating with you!

# IMPORTANT THINGS

Important Things We Want Our Clients To Know

01

## OUR GOAL

We want you to be thrilled with the final product!  
We will strive to exceed your expectations.

\*\*\*Remember this! \*\*\*

02

## LET'S TALK ABOUT IT

Communication is the key to a successful project. Respect is equally important. We believe in timely and accurate communication. Our team consists of working parents. We value our family time and yours. Non-emergencies will be addressed during normal business hours.

03

## PROBLEM SOLVING

This is not an exact science. Our team has the experience to address and resolve any issues we may encounter.

04

## NO STRESS

Enjoy the process! Don't stress! That's our job!

05

## TIMING IS EVERYTHING

Timely decisions will keep your project moving. Timelines slip and product availability changes when decisions are delayed.

06

## MONEY TALKS

Prompt payment of retainer requests, deposits, and invoices will keep your project on track. Slow payments cause the project to lose momentum. For this reason, we collect in advance for design service and materials

07

## DOES THE SHOE FIT?

Just because you love something doesn't mean it's right for you or your home. We will provide you with a form, fit, and functional design.

08

## MRS. KRAVITZ

Your neighbors are not in charge. Your project is not their project. We work for you.



09

**WE'RE ONLY HUMAN**

People build things, create things, and install things. The items for your project are no exception. There are industry standards for construction, furnishings, and fabrics. It is our job to determine what is within the industry tolerance base on our experience.

10

**BEST GUESTIMATES**

Lead times are quoted by our suppliers and contractors. We do not set ship or completion dates. Please be prepared for longer lead times as many factors can impact the timelines.

11

**FINAL SALE**

Furniture, custom, and special order items cannot be returned.

12

**STEP BY STEP**

Your items will be handled multiple times on the journey to your home, the final destination. Shipping, receiving, deliveries, and installation are 4 separate services and we manage them all.

13

**THE BIG REVEAL**

We understand how exciting installation day is for you. It's exciting for us too. We will invite you to see the finished product as soon as it is complete.  
No Peeking!

# SOCIAL PAGE

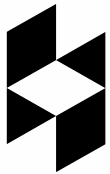
We love to share our creativity and passion for design!  
Please like and follow us on these social media professional platforms.



INSTAGRAM:  
k.smithinteriors



FACEBOOK:  
k.smithinteriors



HOUZZ:  
k.smithinteriors



PINTEREST:  
k.smithinteriors



WEBSITE:  
<https://ksmithinteriors.com/>



PHONE:  
(714)720-3414



We invite you to share your idea boards with us on  
Houzz or Pinterest.

DESIGN YOUR LIFE

[www.ksmithinteriors.com](http://www.ksmithinteriors.com)