



DONNA LA FORGE
INTERIORS & SPACE PLANNING

New Commercial Client Questionnaire

PRIMARY CONTACT INFORMATION		
NAME:		
ADDRESS:		
DAY PHONE:	AM OR PM	
WORK PHONE:	AM OR PM	
CELL PHONE:	AM OR PM	
EMAIL:		

PROJECT INFORMATION	
BUSINESS NAME:	
ADDRESS:	
SQUARE FOOTAGE:	
NEW CONSTRUCTION/ REMODEL	AGE OF BUILDING
LEASE/ OWN	NUMBER OF EMPLOYEES
TYPE OF BUSINESS CONDUCTED HERE:	
DO YOU HAVE A LOGO? If so please attach a sample	
DO YOU WISH TO INCORPORATE THE LOGO DESIGN OR COLORS IN THE BUILDING? SUBTLY OR PROMINENTLY?	

WHAT DO YOU MOST WANT TO ACHIEVE WITH THE DESIGN OF YOUR SITE?		
WHAT SPECIAL TASK OR FUNCTION DO YOU NEED TO BE ABLE TO PERFORM?		
HOW IMPORTANT IS IT THAT YOU INCLUDE "GREEN PRODUCTS" IN YOUR BUILDING?		
HOW INVOLVED DO YOU WISH TO BE IN THIS PROJECT?		
<input type="checkbox"/> VERY/I WANT TO BE THE PROJECT MANAGER	<input type="checkbox"/> DLI TO BE THE PROJECT MANAGER/ GIVE ME PROJECT UPDATES WEEKLY/MONTHLY	<input type="checkbox"/> MINIMAL/ LET ME KNOW WHEN EVERYTHING IS READY TO INSTALL
WHAT IS YOUR IDEAL TIMELINE FOR COMPLETION OF PROJECT?		
<input type="checkbox"/> WITHIN 3 MONTHS	<input type="checkbox"/> WITHIN 3-6 MONTHS	<input type="checkbox"/> OTHER
BUDGET FOR PROJECT		
PLEASE STATE HOW YOU DETERMINED YOUR BUDGET:		
<input type="checkbox"/> \$5,000-10,000	<input type="checkbox"/> \$10,000-50,000	<input type="checkbox"/> \$50,000-100,000
<input type="checkbox"/> \$100,000-200,000	<input type="checkbox"/> \$200,000-500,000	<input type="checkbox"/> OTHER _____
ARE THERE ANY COMPONENTS IN THE BUILDING THAT YOU WISH TO KEEP?		
ARE THERE ANY COMPONENTS THAT MUST GO?		
EXPLAIN ANY SPECIAL STORAGE NEEDS/ TYPE OF STORAGE		

WORK AREAS/NUMBER NEEDED		
<input type="checkbox"/> PRIVATE OFFICES ____	<input type="checkbox"/> CUBICLES _____	<input type="checkbox"/> OPEN WORK AREA
<input type="checkbox"/> CONFERENCING ____	<input type="checkbox"/> RETAIL _____SQFT	<input type="checkbox"/> RECEPTION
STYLE PREFERENCES		
<input type="checkbox"/> TRADITIONAL	<input type="checkbox"/> CONTEMPORARY	<input type="checkbox"/> INDUSTRIAL
<input type="checkbox"/> THEME	<input type="checkbox"/> ECLECTIC	<input type="checkbox"/> ASIAN
<input type="checkbox"/> COUNTRY	<input type="checkbox"/> EARLY AMERICAN	<input type="checkbox"/> ART DECO
FEELING YOU ARE SEEKING TO ACHIEVE		
<input type="checkbox"/> CASUAL	<input type="checkbox"/> FORMAL	<input type="checkbox"/> CLEAN LINES
<input type="checkbox"/> WARM	<input type="checkbox"/> SOPHISTICATED	<input type="checkbox"/> CONTEMPORARY
COLOR PREFERENCES		
<input type="checkbox"/> COOL TONES	<input type="checkbox"/> WARM TONES	<input type="checkbox"/> EARTH TONES
<input type="checkbox"/> BRIGHT	<input type="checkbox"/> BOLD	<input type="checkbox"/> NEUTRALS
<input type="checkbox"/> OTHER /DESCRIBE		
<input type="checkbox"/> SPECIFIC COLORS YOU DISLIKE		
COMPONENTS OF ENHANCEMENTS		
<input type="checkbox"/> SPACE PLANNING	<input type="checkbox"/> ADDITIONS	<input type="checkbox"/> FLOORING
<input type="checkbox"/> WALL FINISHES	<input type="checkbox"/> PAINT SCHEME	<input type="checkbox"/> RESTROOMS
<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> LIGHTING	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> EQUIPMENT	<input type="checkbox"/> APPLIANCES	<input type="checkbox"/> CABINETS
<input type="checkbox"/> REUPHOLTERY	<input type="checkbox"/> ARTWORK/ ACCENTS	<input type="checkbox"/> FURNITURE
<input type="checkbox"/> WINDOW REPLACEMENT	<input type="checkbox"/> WINDOW TREATMENT	<input type="checkbox"/> OTHER
FLOORING		
<input type="checkbox"/> CARPET	<input type="checkbox"/> HARDWOOD	<input type="checkbox"/> LAMINATE
<input type="checkbox"/> TILE	<input type="checkbox"/> STONE	<input type="checkbox"/> CONCRETE
<input type="checkbox"/> BAMBOO	<input type="checkbox"/> CORK	<input type="checkbox"/> COMBINATION
WINDOW TREATMENTS		
<input type="checkbox"/> CUSTOM DRAPERIES	<input type="checkbox"/> BLINDS WOOD	<input type="checkbox"/> BLINDS METAL
<input type="checkbox"/> SHUTTERS	<input type="checkbox"/> SHEERS	<input type="checkbox"/> SOLAR SHADES
<input type="checkbox"/> NATURAL MATERIALS	<input type="checkbox"/> ROOM DARKENING	<input type="checkbox"/> NONE
FURNITURE PREFERENCES		
<input type="checkbox"/> METAL	<input type="checkbox"/> WOOD	<input type="checkbox"/> SOFT SEATING
<input type="checkbox"/> CONTEMPORARY	<input type="checkbox"/> TRADITIONAL	<input type="checkbox"/> TRANSITIONAL

