

# JEWEL MARIE INTERIORS

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DREAM. CREATE. LIVE



# WELCOME

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THANK YOU FOR YOUR INTEREST IN WORKING WITH JEWEL MARIE INTERIORS. WE ARE AN EXPERIENCED FULL-SERVICE INTERIOR DESIGN FIRM IN NORTHERN VIRGINIA.

OUR JOB IS TO MAKE THE DESIGN PROCESS AS SEAMLESS AS POSSIBLE FOR YOU. WE HAVE ACCESS TO OVER 140 VENDORS IN ADDITION TO INTERIOR TRADE PROFESSIONALS AS A DECORATING DEN FRANCHISE. THIS ALLOWS US TO EFFICIENTLY FULFILL DESIGN PROJECTS.

WE ARE INVESTED IN PROVIDING YOU BEAUTIFUL, UNIQUE DESIGNS WITHIN YOUR BUDGET AND WE LOOK FORWARD TO WORKING WITH YOU.

JULIE SHAHEEN  
PRINCIPAL/DESIGNER  
571-831-1770  
[JEWELMARIEINTERIORS.COM](http://JEWELMARIEINTERIORS.COM)  
JULIE@JEWELMARIEINTERIORS.COM



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# ABOUT JULIE SHAHEEN

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CREATING AND DESIGNING HAVE BEEN A PASSION THROUGHOUT JULIE'S LIFE. AFTER LEAVING A SUCCESSFUL CAREER IN THE TECHNOLOGY INDUSTRY, SHE DECIDED TO PURSUE HER DREAM OF DESIGNING FULL TIME. JULIE STUDIED INTERIOR DESIGN WITH RHODEC INTERNATIONAL IN BRIGHTON, UNITED KINGDOM.

JULIE WAS BROUGHT UP WITH THE VALUE OF GIVING BACK. SHE HAS A SERVANT'S HEART AND FINDS TIME IN HER BUSY SCHEDULE TO GIVE BACK TO HER COMMUNITY BY VOLUNTEERING TO FEED THE HOMELESS ALONGSIDE HER HUSBAND AND FOUR BOYS. JULIE IS CURRENTLY SERVING AS A BOARD MEMBER OF THE LOUDOUN FIRST RESPONDERS FOUNDATION WHICH GIVES BACK TO OUR LOCAL HEROES BY PROVIDING IMMEDIATE FINANCIAL SUPPORT IN THEIR TIME OF NEED. SHE HAS PREVIOUSLY SERVED ON THE BOARD AND THE DEVELOPMENT COMMITTEE FOR THE LOUDOUN ABUSED WOMEN'S SHELTER (LAWS) AND IS A MEMBER OF THE LOUDOUN CHAMBER OF COMMERCE. IN 2019, POSH SEVEN MAGAZINE AWARDED JEWEL MARIE INTERIORS, THE BEST OF SUBURBIA FOR INTERIOR DESIGN.



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# WHAT TO EXPECT

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## STEP 1 - CONSULTATION

WE MEET WITH YOU IN YOUR HOME FOR A COLLABORATIVE CLIENT AND DESIGNER INTERVIEW. IN DOING SO, WE ARE MUTUALLY DISCOVERING IF YOUR PROJECT IS THE RIGHT FIT FOR OUR DESIGN FIRM. WE WILL DISCUSS YOUR GOALS FOR THE SPACE, YOUR DESIGN AESTHETIC, HOW YOU WILL BE USING THE SPACE, WHAT INSPIRES YOU, YOUR TIME-FRAME FOR COMPLETION AND BUDGET. WE WILL ALSO REVIEW THE TERMS OF OUR DESIGN AGREEMENT WHICH YOU WILL SIGN LATER.

A top-down view of a desk with various items: a laptop keyboard on the left, a smartphone in the center, a notebook with a spiral binding on the right, and three pink pencils at the bottom right. There are also some green plants and a pink sticky note on the desk.

## STEP 2 – PROPOSAL OUTLINE & PROJECT SCOPE

WE OUTLINE THE SCOPE OF WORK FOR THE ENTIRE PROJECT, PROVIDE OUR DESIGN INTENT AND GOALS, SUGGEST AN ESTIMATED TIMELINE AND DETAIL THE TERMS AND CONDITIONS. THIS IS WHEN THE INTERIOR DESIGN AGREEMENT IS SIGNED AND APPROVED AND WE BEGIN ARE DESIGN PLAN. AT THIS TIME WE REQUIRE A RETAINER BEFORE WE BEGIN YOUR DESIGN PLAN AND PRESENTATION.

# NEXT STEPS

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## STEP 3 – CONCEPT DEVELOPMENT, SOURCING & RESEARCHING

THIS IS WHERE WE TAKE THE TIME TO PLAN YOUR PROJECT. WE START WITH A DESIGN CONCEPT WHICH IS FURTHER DEVELOPED THROUGH 3-D RENDERING, SKETCHES AND COLOR SCHEMES. WE ALSO SOURCE ALL MATERIALS, FIXTURES AND FURNISHINGS. AN INITIAL BUDGET IS ALSO DEVELOPED DURING THIS STEP. THIS PROCESS IS GENERALLY A TWO WEEK TIME LINE.

## STEP 4 – PRESENTATION, BUDGET, REVISIONS & FOLLOW UP

THE FINAL PHASE BEGINS WHEN WE MEET WITH YOU TO GO OVER THE DETAILS OF OUR CUSTOM DESIGN PLAN. THIS INCLUDES ALL DRAWINGS, COLOR SCHEME, FABRIC SAMPLES, FURNITURE SELECTIONS AND FINAL COST. ONE REVISION IS INCLUDED AND MUST BE REQUESTED AT THIS MEETING. FURTHER REVISIONS WILL BE CHARGED AT \$200 PER HOUR. ONCE THE FINAL PRESENTATION IS APPROVED WITH ALL THE ELEMENTS WE WILL REQUIRE A 60% DEPOSIT FOR THE DESIGN WORK AND FURNISHINGS FOR YOUR HOME. FINAL PAYMENT IS REQUIRED AT INSTALLATION WHICH THE RETAINER WILL BE APPLIED TO THE BALANCE DUE.

# NEXT STEPS

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## STEP 5 – INITIATION OF PROCUREMENT & PROJECT MANAGEMENT

THIS STEP IS WHERE WE CREATE PURCHASE ORDERS, TRACK ORDERS, ASSESS LEAD TIMES, NOTE ANY BACK-ORDERS OR DISCONTINUED ITEMS THAT MAY DELAY THE PROJECT AND MAKE DECISIONS WHETHER OR NOT TO RESELECT WITH VENDORS, FABRICATORS AND OTHER CONTRACTORS.

## STEP 6 – RECEIPT OF ORDERS

THIS IS WHERE ALL ITEMS WE ORDERED ARE RECEIVED AT OUR WAREHOUSE, INSPECTED FOR DAMAGES, TAGGED AND STORED FOR THE BIG INSTALLATION DAY. CLAIMS AND REORDERS ARE MADE FOR ANY ITEMS THAT ARRIVE DAMAGED. WE WILL SET THE INSTALL FOR ONE DAY HOWEVER, SOME CUSTOM ITEMS LIKE WINDOW TREATMENTS WILL BE INSTALLED PRIOR TO THE BIG DAY.

## STEP 7 – INSTALL DAY

THIS IS THE BIG STEP WHEN ITEMS ARE INSTALLED AND STYLED FOR A BEAUTIFUL AND INSPIRING FINISH WITH A FINAL WALK THROUGH. FINAL PAYMENT WILL BE REQUIRED AT THE TIME OF INSTALLATION.

# COMMUNICATION IS KEY

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STUDIO HOURS: MONDAY - FRIDAY - 8:30 AM UNTIL 4:30 PM.

PHONE: (571) 831-1770

EMAIL: [JULIE@JEWELMARIEINTERIORS.COM](mailto:julie@jewelmarieinteriors.com)

ADDRESS: 19964 AUGUSTA VILLAGE PLACE, ASHBURN, VA  
20147

MEETINGS: THE SUCCESS OF YOUR PROJECT IS CONTINGENT UPON OPEN COMMUNICATION. WE WILL DO OUR BEST TO RESPOND WITHIN 2 BUSINESS DAYS TO ANY FORM COMMUNICATION. ALL CANCELLATIONS REQUIRE A 24 HOUR NOTICE OR MAY BE SUBJECT TO A CANCELLATION FEE.

PAYMENTS: YOUR PAYMENT SCHEDULE IS OUTLINED IN YOUR DESIGN AGREEMENT. ALL INVOICES WILL BE SENT VIA EMAIL. PAYMENT IS ACCEPTED ONLINE OR BY CHECK PAYABLE TO "JEWEL MARIE INTERIORS"

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# IN CLOSING

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"THERE ARE THREE QUALITIES I LOOK FOR IN AN INTERIOR DESIGNER. JULIE VIEWED MY ENTIRE HOUSE WHEN I FIRST MET HER IN ORDER TO UNDERSTAND MY STYLE

1. SHE LISTENS TO MY OPINIONS
2. IMMEDIATELY SHE FELT LIKE A FRIEND
3. EASY TO TALK WITH. SHE HIT ALL THREE ON HER FIRST VISIT."

JANICE F. - LEESBURG

WHETHER IT BE MODERN, TRADITIONAL OR TRANSITIONAL, WE ARE READY FOR YOU!

571-831-1770

[INFO@JEWELMARIEINTERIORS.COM](mailto:INFO@JEWELMARIEINTERIORS.COM)

## FOLLOW US!

STAY CONNECTED WITH US IN YOUR FAVORITE SOCIAL MEDIA NETWORKS.



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