



MICHELLE MORELAN

## understanding the process

### FIRST STEP:

Meeting – discuss project specifics - no charge

### SECOND STEP:

Send FF and E and other specifications required to build your model via email (small files please) you can take a photo of your storyboard instead and include URL links, relevant elevations, RCP (if relevant), plan, section if required.

### THIRD STEP:

I will send your estimate and contract  
Return signed contract and 50% deposit (through PayPal)

### FOURTH STEP:

I build your model and send perspectives in the form of jpegs for approval (1-2 wks)

### FIFTH STEP:

- a. You approve the 2D jpeg perspectives/elevations for me to render in full colour OR
- b. Make changes at my hourly rate of \$125hr – you approve those changes

### SIXTH STEP

I send your watermarked drawings digitally, then the remainder of the fee is collected through PayPal. After receiving full payment, the watermarks are removed - the originals are tubed and sent by Canada Post. Please specify digital size and preferred file type; I use Photoshop  
Please sign below, stating you agree to the above terms of working with Michelle Morelan Design