



SUSAN SUTTER INTERIORS

PROCESS

PHASE I: Consultation & Proposal

I

Design Consultation

Every project begins with a clear conversation to align on your vision, goals, budget, and estimated timeline.

Proposal & Onboarding

We present a tailored Letter of Agreement detailing the scope of work and design fees. Once signed and the retainer is received, work officially begins!

PHASE II: Concept & Design Development

II

Site Survey & Information Gathering

We measure, photograph, and document your space to create detailed floor plans and elevations, coordinating with trade specialists as needed.

Schematic Design

We establish the overarching design concept and aesthetic direction to guide all future decisions.

Design Development

We refine the details—selecting finishes, lighting, floor plans, and architectural features for your final review and approval.

PHASE III: Procurement & Management

III

Final Presentation & Approvals

All design elements from Phase II are finalized and approved before purchasing.

Procurement & Project Management

We issue and track purchase orders, oversee deliveries, and collaborate with trades (electricians, painters, carpenters) to bring the design to life.

Receiving & Storage

All furnishings and décor (excluding fixed construction items) are received, inspected, and safely stored in our warehouse until installation day.

PHASE IV Installation & Completion

IV

Installation & Styling

We coordinate white-glove delivery, place furniture, hang art, and style your space down to the last detail.

Final Reveal & Celebration

Optionally purchase styling accessories, review the finished transformation, and celebrate your beautiful new space!

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