



PROFESSIONAL PRACTICE: BUSINESS PAPERWORK

JESSICA ANDRUS: (248)-978-2254
EMILY PLATTNER: (715) -531-7650
808 PLEASANT DRIVE,
MOUNT PLEASANT, MI 48858



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Fee Comparison

Chicago Restaurant / Retail Space

Total Estimated Hours: 216 hours

Building Square Footage: 18,312 sq. ft.

Total Estimated Product Budget

Furniture	\$310,000	
Lighting	\$90,000	
Finishes	\$380,000	
Signage	\$45,000	
Accessories	<u>\$40,000</u>	
Product	Retail: \$865,000	Net: \$432,500 (50% mfg. discount)

Hourly Fee:

216 hrs x \$130/hr = \$28,080 (Labor Fee)

Flat Fee:

\$28,080 + \$2,808 (revisions) = \$30,888 (Labor Fee)

% of Construction Cost:

183.12 x 18,312 sq. ft. x 16.56% = \$555,305.39

Square Footage:

18,312 sq. ft. x \$6.75 = \$123,606 (Labor Fee)

% of Merchandise Sales:

\$865,000 x 35% (.35) = \$302,750 (Labor Fee)

Retail:

\$865,000 - \$432,500 Net = \$432,500 (Profit)

Discounting: 35%

\$865,000 x 0.65 = \$562,250 - \$432,500 Net = \$129,750 (Profit)

Cost Plus: 35%:

\$423,500 Net x 1.35 = \$571,725 - \$432,500 Net = \$139,225 (Profit)

Markup: 40%:

\$432,500 Net / .65 = \$665,384.62 - \$432,500 Net = \$232,884.62 (Profit)



Restaurant/Retail Memorandum

TO: SUE BOWLBY
FROM: INWARD DESIGNS
DATE: AUGUST 25, 2020
SUBJECT: RESTAURANT/RETAIL
PROJECT 20201
CLIENT: SUE BOWLBY

MEETING DATE: AUGUST 24, 2020
MEETING TIME: 3-4 PM
MEETING LOCATION: WEBEX
MEETING ATTENDEES: JESSICA ANDRUS
EMILY PLATTNER

Information discussed during meeting:

- **History:** We discussed the original and current use of the building. The original use of the building was used as a barber shop, post office, gaslight store, grocery store, ballroom, and movie theater. The current use of the building is Gray's Furniture.
- **COVID-19 Research:** In most recent events, we need to consider the safety of the customers. We discussed what materials should be used, cleanliness, social distancing, as well as taking advantage of technology to help us create a safe and productive environment. **Action Required:** Implement COVID-19 safety standards into the design.
- **Concept:** Our starting concept statement is to create an innovative environment that encourages networking and enlightenment through the flow of energy and function. **Action Required:** Continue developing concept statement through the schematic phase.

Decisions made during the meeting:

- Sue Bowlby loved the concept of energy and networking, and would like to see an emphasis on the concept throughout the entire space.

Staff, please initial next to your name: JA Jessica Andrus EP Emily Plattner

Signature of Client: Sue Bowlby 08/24/2020
Sue Bowlby Date:



Date by which revisions should be received: August 24, 2020

NEXT MEETING DATE/TIME:	SEPTEMBER 15, 2020, 3-4 PM
NEXT MEETING LOCATION:	WEBEX
NEXT MEETING ATTENDEES:	JESSICA ANDRUS, EMILY PLATTNER, SUE BOWLBY
NEXT MEETING AGENDA:	START DISCUSSING SCHEMATICS, DEVELOP BUBBLE DIAGRAM, DEVELOP BLOCK DIAGRAM

This memorandum reflects the decisions and discussions of the meeting. Any additions or corrections to these minutes are requested by August 24, 2020.

Questions regarding this memorandum should be addressed to Jessica Andrus at 248.978.2254 or through email at andru2jm@cmich.edu



STATIONARY



BUSINESS CARDS



808 PLEASANT DRIVE,
MOUNT PLEASANT, MI 48858

(248) 978-2254
(715) 531-7630

ANDRU2JM@CMICH.EDU
PLATTIEM@CMICH.ED



Letter of Agreement

09.16.2020

CMU

Susan Bowlby
1200 S Franklin St.
Mount Pleasant, MI 48858

Dear Mrs. Bowlby,

Inward Designs is pleased to work with you and perform professional interior design services that will be provided for the restaurant and retail establishment located at 222 E Broadway St, in Mount Pleasant, MI. This letter of agreement entails an agreement for the following services that are limited to the interiors of the basement and first through third floor. This will include a commercial kitchen, restaurant, bar areas, lounge, and interactive retail space. These services will include programming, schematic, design development, contract documents and a post occupancy evaluation following the completed design as follows:

Scope of Service

A. Programming: 10 Total Hours

1. Perform background research on the history and present condition of the building site for an estimate of two (2) hours.
2. Perform preliminary code analysis to find occupancy classifications and construction types for an estimate of thirty (30) minutes.
3. Research the WELL Building Standards, and how to promote its eleven body systems for an estimate of two (2) hours.
4. Perform research on current and upcoming technology that could be used in the project. This includes researching technology used to accommodate the new COVID-19 guidelines for an estimate of two (2) hours.
5. Develop a project concept through the use of a word map and concept sketches for an estimate of three (3) hours.
6. Present and discuss the concept of the project for approximately thirty (30) minutes.

B. Schematics: 30 Total Hours

1. Establish a name for the restaurant and interactive retail space for an estimate of thirty (30) minutes.
2. Create a WELL Building Standards checklist of which areas of sustainability we will be implementing in our design for an estimate of three (3) hours.
3. Draw existing building shell in AutoCAD for an estimate of one (1) hour.



4. Create a building analysis and diagram showing the percentage of space used for each classification including the kitchen, restaurant, and retail space for an estimate of two (2) hours.
5. Complete calculations for the maximum floor area allowance per occupant for an estimate of one (1) hour.
6. Complete calculations for the number of egress required for each floor within the total space for an estimate of thirty (30) minutes.
7. Create an overall egress diagram for each floor for an estimate of two (2) hours.
8. Create a preliminary plumbing fixture chart for the overall space for an estimate of one (1) hour.
9. Configure interior wall and ceiling finish requirements for the overall space for an estimate of one (1) hour.
10. Create preliminary sketches along with a conceptual parti for an estimate of four (4) hours.
11. Create a bubble diagram representing the spatial relationships within the space for an estimate of three (3) hours.
12. Create a block diagram with color coding for each type of space for an estimate of three (3) hours.
13. Create preliminary floor plans along with sketches showing the space for an estimate of five (5) hours.
14. Create a code check of drawings identifying areas where codes will be implemented for an estimate of three (3) hours.

C. Design Development: 143 Total Hours

1. Finalize space plan showing walls, furniture and built-in equipment for an estimate of forty (40) hours.
2. Finalize selection of materials, finishes and treatments for furniture, walls, flooring, windows, and ceilings for an estimate of eighteen (18) hours.
3. Finalize floor diagram, plumbing diagram, electrical plan, and reflected ceiling plan for an estimate of forty-five (45) hours.
4. Prepare presentation boards, perspectives, and exterior elevations for an estimate of forty (40) hours.

D. Contract Documents: 28 Total Hours

1. Prepare specifications for furniture and finishes for an estimate of ten (10) hours.
2. Prepare finish schedule for an estimate of ten (10) hours.
3. Prepare quotation of FF&E for an estimate of eight (8) hours.

E. Post Occupancy Evaluation: 5 Total Hours

1. Post occupancy evaluation will occur 30 days after the final installation with a follow up evaluation occurring 6 months from the date of completion for an estimate of five (5) total hours.



Terms of Compensation

The design services described above for a total of 216 hours will be billed at an hourly rate of \$130, not exceeding \$28,080. Starting after the initial interview, meetings will be billed at the same hourly rate of \$130. These include meetings with Inward Designs, third parties, architects, contractors, consultants, etc. A retainer of \$14,040, along with this signed agreement are required to initiate work. The invoices will be billed each month for the actual hours worked. Payment is due within thirty (30) days of the invoice date. There will be a late payment charge of 2% per month added to the invoices thirty (30) days past due. The total fee is established from a maximum of two (2) revisions after each client review. Work that is needed beyond the two will be charged an additional charge to the maximum estimate above and billed at the hourly rate of \$130.

Reimbursable Expenses

The charges listed above exclude any charges that are reimbursable. Any reimbursable expenses must be approved or agreed upon three (3) days prior. Such expenses include, out-of-town travel and living expenses, long distance telephone charges, special renderings, mock-ups, and reproduction costs other than those detailed. These costs requested in advance for approval, and will be billed at the actual cost to Inward Designs.

Terms of Sale of Furniture, Finishes, and Flooring

1. Before any product is purchased or ordered by Inward Designs, an approval signature will be required. All approved products will be purchased by Inward Designs unless requested to purchase them yourself independently outside of the agreement.
2. Inward Designs is not responsible for any damages or lost packages during the shipping process if you chose to purchase a product independently.
3. If a product that was approved is no longer wanted and you wish to return it, Inward Designs is not responsible for any extra fees resulting from the return process.
4. Custom orders are not returnable nor refundable.
5. Prior to placing an order a deposit of 50% of the total price of each item is due. The deposit will be credited toward the product total on the final invoice. Applicable taxes, shipping, and handling fees will be added to the total balance after the product has been delivered.
6. The price for each item shall be the wholesale price to the interior design plus a markup of 40% purchase fee. Shipping and handling will be charged at actual cost. These fees are in addition to the hourly design fee.
7. The prices of merchandise, installations, and other services may vary with time. Inward Designs cannot guarantee the price beyond 30 days.



8. Inward Designs will double check purchases and follow up on orders. We will do everything we can to keep you informed on expected delivery dates, but we are not responsible for late deliveries from vendors who did not follow through with their expected delivery date.
9. If there is a change to a purchase authorization an approval is required in writing prior to the change.
10. If the recipient, Sue Bowlby's check(s) are returned to Inward Designs due to insufficient funds, Inward Designs will notify the recipient within 24 hours. The recipient, Sue Bowlby, will be responsible for delivering an alternative form of payment that covers the initial cost, bank fees for the insufficient check, and a \$25.00 fee to cover administrative expenses.
11. All orders will apply the Michigan sales tax of 6%.

Responsibilities of The Client

It is expected that CMU will:

1. Provide full information and requirements for the project.
2. Assist Inward Designs with information pertaining to the project such as previous reports and other data that is relevant to the project.
3. Provide any existing drawings of the building to assist in the Schematic and Contract Document phases.
4. Provide access to the job site between 7:00 AM - 5:00 PM.
5. Return the approvals in the time stated on the transmittal or outlined in meetings.
6. Inform Inward Designs at least 48 hours in advance if you are unable to attend a meeting.
7. Acquire approved government authorities that have jurisdiction over the project, as well as other approvals may be needed from individuals for the completion of the project.
8. Pay all invoices in full when due.
9. Make payments for reproduction fees of contract document sets that are required for the actual cost of the bidding process.
10. Provide financial arrangement(s) evidence if requested by Inward Designs.
11. Have a designated representative to act on CMU's behalf in regards to the project. Mrs. Bowlby, or designated representative, shall communicate decisions in a timely manner regarding documents submitted by Inward Designs. This will avoid any unnecessary delays within the design phases.
12. Provide legal, accounting, and insurance services that may be necessary for the project at any time. This includes auditing services that CMU may require for verifying applications of payments or determining how/what purpose the contractors used the money for paid by CMU.



13. Present written notice to Inward Designs if CMU notices flaws within the project or unacceptance of the Contract Documents.
14. Provide a space for the recipient, inspection and storage of materials, furnishings, finishes, and equipment before installation.
15. Provide relocation and/or removal of existing elements.

General Conditions

1. Information that regards either party's possessions is considered confidential. Neither party will disclose any information in relation to this Agreement.
2. Neither party shall be liable for failure to perform any obligation under this Agreement if the failure is due to any circumstances beyond its reasonable control.
3. CMU will provide written approval prior to any purchases of any furniture, furnishings, or flooring in a timely manner.
4. Inward Designs is not responsible for any products or services that are provided by external contractors. This includes the quality, workmanship and appearance of those products or services.
5. CMU should rely on warranties provided by the manufacturer for furnishings, finishes, and flooring.
6. If changes are made by CMU's architects or contractors that result in additional fees or project delays, Inward Designs is not responsible for the charges or delays if they were not notified prior to the changes being made.
7. Inward Designs reserves the right to photograph the project at any given time during the project and upon completion. Inward Designs owns the photograph copyrights of all the photos being taken. Inward Designs has the right to use these images for business purposes and has the right to any commission they bring in. There will be a two week notice prior to any photos being taken once CMU has moved into the space. The identities of CMU employees will remain confidential and will not be disclosed to a third party without prior consent. Inward Designs will get full credit if any descriptions or photographs of the project are published.
8. Any fees that are required to complete this project that are from third party consultants are not included in the contract. Contracts for these services will be negotiated separately and should be completed within thirty (30) days of signing this contract.
9. This agreement may be terminated by either party if presented with a written notice within seven (7) days. This can only be completed if the other party failed to perform with the terms of this agreement through no fault of the party initiating the termination. If termination does occur, CMU must pay Inward Designs for all rendered services and reimbursable expenses due prior to the termination date.



10. If CMU suspends this project for more than thirty (30) consecutive days, Inward Designs shall be compensated for prior performed services. When the project resumes, Inward Designs compensation shall be equitably adjusted to provide for expenses that occurred during the interruption and resumption.
11. Any arising claim or controversy relating to this project, shall be reviewed and settled by arbitration. This shall be in accordance with the rules of the American Arbitration Association, and the final decision of the arbitrator shall bind on both parties.
12. Properties of Inward Designs include: Drawings, specifications, and sample boards. Inward Designs has exclusive copyrights to these items, and is providing them for this project only. Any reproduction or reuse of these items without prior written consent, will not be permitted. Any use of the specifications or plans by other contractors for bidding or any other purposes is prohibited and will result in a preparation charge fee of \$2,500.00. This is applied whether or not CMU signs this agreement.
13. The service performances of Inward Designs shall be presented as an independent contractor, and Inward Designs will not be considered an employee of CMU for any purposes. Inward Designs is not responsible for the acts of CMU or any of its contractors, agents, employees, or any other person performing project work.
14. There may be no assigning of rights under this Agreement unless there is written consent of all parties.
15. This is the entire Agreement between Inward Designs and CMU. If this agreement is supplemented, amended, or revised, it must only be done in writing, as well as signed by all parties.
16. Any notices connected with this Agreement shall be given in writing delivered by hand or first class mail to the provided address on this Agreement. If there is an address change, notices should be made at least one week in advance.
17. Inward Designs will not be responsible for the exposures of person(s) to hazardous materials in any form at the project premises. This includes, but is not limited to: asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
18. This contract shall be in accordance with the laws of the State of Michigan.
19. The deposit paid to Inward Designs will be credited on CMU's final design fee invoice. Other deposits made will be credited on the final invoice for CMU.



Time Frame

The proposal for the project is to be signed and returned within two weeks time. The timely completion of the project as well as the quoted fee will not begin until after this proposal is returned and signed. Inward Designs is not responsible for any delays beyond our control. The duration and completion of the project is tentatively 14 months time.

Approval

The signature below is an indication of the recipient's approval of this proposal. Work will begin once Inward Designs has received the signed copy of the agreement and the retainer payment of \$14,040, which will be credited to the final design fee invoice.

Inward Designs would like to thank you for this opportunity to work with you. We are excited that you chose us to be a part of making your restaurant and retail store a reality.

Sincerely,

Inward Designs
Jessica Andrus
Emily Plattner

X <u>Emily Plattner</u>	09.16.2020
Design Director	Date

X <u>Sue Bowlby</u>	09.16.2020
Client	Date

X <u>Jessica Andrus</u>	09.16.2020
Designer Witness	Date

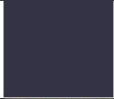




X <u>Julie Zuo</u>	09.16.2020
Client Witness	Date

INWARD DESIGNS

Specification Sheet

Project Name: Wired Networking Lounge, Chicago, IL
 Project Number: 202001
 Area: Restaurant/Retail

Designers: Jessica Andrus, Emily Plattner
 Date: 28-Sep-20
 Page: 1 of 1

AREA	ITEM	IMAGE	QTY	MFG. CONTACT INFO	DESCRIPTION	MFG. DISC.	SPECIFICATIONS	UNIT NET PRICE	UNIT LIST PRICE	UNIT SELL PRICE	EXT. SELL PRICE
FIRST FLOOR											
	1		2 Buckets (10 gallons) 3,766 sq ft.	Sherwin Williams 1416 S Mission St, Mt Pleasant, MI 48858 989-773-3516	ProMar 200 HP Zero VOC Interior Latex Finish: Eggshell	50%	Latex interior paint: Color: Naval SW 6244 Finish: Eggshell	\$201.48 per 5 gallons	\$402.95 per 5 gallons	\$335.80 per 5 gallons	\$671.60
	2		217 Units	Lowes 28650 Telegraph Rd Southfield, MI 48034 248-208-0010	Mohawk 7-Piece 7.84-in x 47.8-in Ravens Peak Luxury Vinyl Plank Flooring	50%	Vinyl flooring, Oak, 7.84-in x 47.8-in plank, Urethane Protective Layer, Item #1083762, Model #360664	\$23.50 per unit	\$47.00 per unit	\$39.17 per unit	\$8,499.89
	3		9	Superior Seating 721 Boulevard Kenilworth, NJ 07033 (866)-293-1080	Fully Upholstered Wood Look Metal Restaurant Bar Stool in Mahogany. Dims: 46"H x 18"W x 21.5"D C.O.M fabric: Basket PU - 6576, Color # 8 3 sq. yds. required	50%	Bar stool, wood-look steel frame, black vinyl, 46"H x 18"W x 21.5"D, SKU# 244-M-U	\$70.49 per unit	\$140.94 per unit (89.95 + 50.99 C.O.M fee)	\$117.48 per unit	\$1,057.32
	4		27 sq. yds.	Carnegie 110 North Centre Avenue Rockville Centre, NY 11570 800-727-6770	Basket: Textured Upholstery 54"	50%	Face: 100% Polyurethane (Polycarbonate Resin) Back: 82% Polyester, 18% Cotton Basket PU - 6576 Color # 8 To be used with bar stool, item 3, SKU# 244-M-U	\$27.50 sq. yd.	\$55.00 sq. yd.	\$45.83 sq. yd.	\$137.49
	5		1	Herman Miller Park Avenue S New York, NY 10010 (212) 753-3022	251 Lispenard Sectional Upholstery: Leather	50%	Leather Sectional, MCL Leather: Cobblestone, Item #100116171 92.5" L x 121" W x 26" H x 35.5" Seat Depth	\$8,722.50	\$17,445.00	\$14,537.50	\$14,537.50

808 PLEASANT DRIVE,
 MOUNT PLEASANT, MI 48858

(248) 978-2254
 (715) 531-7630

ANDRU2JM@CMICH.EDU
 PLATT1EM@CMICH.ED






INWARD DESIGNS

October 05, 2020

Purchase Authorization No: A123-2020
Client / Sidemark: Bowlby
Location: First Floor

TO:
Mrs. Sue Bowlby
1200 S Franklin St.
Mount Pleasant, MI 48858

PURCHASE AUTHORIZATION

Quantity	Description of Product	Picture	Unit Sell Price	Extended Price
2 Buckets (10 gallons) 3,766 sq ft.	Wall Paint Color: Naval SW 6244 Sherwin Williams To be used throughout first floor 1416 S Mission St, Mt Pleasant, MI 48858 989-773-3516		\$335.80 per 5 gallons	\$671.60
217 Units	Vinyl Plank Flooring Item #1083762, Model #360664 To be used throughout first floor Lowe's 28650 Telegraph Rd Southfield, MI 48034 248-208-0010		\$39.17 per unit	\$8,499.89
9	Bar Stool wood-look steel frame, black vinyl, 46"H x 18"W x 21.5"D, SKU# 244-M-U C.O.M fabric: Basket PU - 6576, Color # 8 3 sq. yds. required To be used at first floor bar Superior Seating 721 Boulevard Kenilworth, NJ 07033 (866)-293-1080		\$117.48 per unit	\$1,057.32
27 yds.	Upholstery Basket PU - 6576 Color # 8 Carnegie Face: 100% Polyurethane (Polycarbonate Resin) Back: 82% Polyester, 18% Cotton Basket PU - 6576 Color # 8 To be used with bar stool, item 3, SKU# 244-M-U 110 North Centre Avenue Rockville Centre, NY 11570 800 -727-6770		\$45.83 sq. yd.	\$137.49
1	Lispenard Sectional MCL Leather - Cobblestone Walnut Leg Finish 92.5" L x 121" W x 26" H Item #100116171 To be used in waiting area Herman Miller 251 Park Avenue S New York, NY 10010 (212) 753-3022		\$14,537.50	\$14,537.50
SUBTOTAL PRODUCT				\$24,903.80
Tax (6%)				1,494.23
Subtotal:				\$26,398.03
DEPOSIT DUE:				\$13,199.02

Client Signature:

Date:

Note: Freight is additional and will be billed as invoice by the shipping company following delivery.
Pricing is effective for 30 days. Products will be ordered upon receipt of the signed Purchase Authorization and the

808 PLEASANT DRIVE,
MOUNT PLEASANT, MI 48858

(248) 978-2254
(715) 531-7630

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**Manufacturer**

Sherwin Williams
1416 S Mission St,
Mt Pleasant, MI 48858
989-773-3516

Purchase Order

Purchase order No: 001
October 07, 2020

Quantity	Description	Unit Net Price	Extension Price
2 Buckets (10 gallons)	Latex interior paint: Color: Naval SW 6244 <u>Finish:</u> Eggshell <u>Dimensions:</u> 1 gallon covers 400 sq. ft <u>Side Mark:</u> First floor walls	\$201.48 per 5 gallons	\$402.96

Subtotal Product

\$402.96

Deposit Paid Now

\$201.48

Balance due when shipped

\$201.48

BILL TO:

Inward Designs
808 Pleasant Drive
Mount Pleasant, MI 48858

SHIP TO:

Inward Designs
808 Pleasant Drive
Mount Pleasant, MI 48858

Note: Please confirm this order and the estimated time of arrival (ETA) to Inward Designs.
Only ship complete. Contact Jessica Andrus or Emily Plattner, Senior Designers, with any
questions or concerns regarding this purchase order.

808 PLEASANT DRIVE,
MOUNT PLEASANT, MI 48858

(248) 978-2254
(715) 531-7630

ANDRU2JM@CMICH.EDU
PLATT1EM@CMICH.ED


**Manufacturer**

Lowes
28650 Telegraph Rd
Southfield, MI 48034
248-208-0010

Purchase Order

Purchase order No: 002
October 07, 2020

Quantity	Description	Unit Net Price	Extension Price
217 Units	Vinyl flooring Oak, 7.84-in x 47.8-in plank Urethane Protective Layer Item #1083762 Model #360664 <u>Side Mark:</u> All of first floor	\$23.50 per unit	\$50,99.50

**Subtotal Product**

\$50,99.50

Deposit Paid Now

\$2,549.75

Balance due when shipped

\$2,549.75

BILL TO:

Inward Designs
808 Pleasant Drive
Mount Pleasant, MI 48858

SHIP TO:

Inward Designs
808 Pleasant Drive
Mount Pleasant, MI 48858


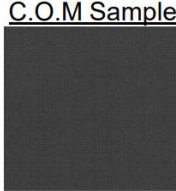
Note: Please confirm this order and the estimated time of arrival (ETA) to Inward Designs.
Only ship complete. Contact Jessica Andrus or Emily Plattner, Senior Designers, with any
questions or concerns regarding this purchase order.

**Manufacturer**

Superior Seating
721 Boulevard
Kenilworth, NJ 07033
(866)-293-1080

Purchase Order

Purchase order No: 003
October 07, 2020

Quantity	Description	Unit Net Price	Extension Price
9	Fully Upholstered Wood Look Metal Restaurant Bar Stool #SKU# 244-M- U in Mahogany <u>Finish:</u> steel frame <u>Dimensions:</u> 46"H x 18"W x 21.5"D <u>COM Upholstery:</u> Basket PU - 6576, Color # 3 sq. yds. required <u>Side mark:</u> First floor bar	\$70.49	\$634.41
			
			
Subtotal Product			\$634.41
Deposit Paid Now			\$317.21
Balance due when shipped			\$317.21

BILL TO:

Inward Designs
808 Pleasant Drive
Mount Pleasant, MI 48858

SHIP TO:

Inward Designs
808 Pleasant Drive
Mount Pleasant, MI 48858

Note: Please confirm this order and the estimated time of arrival (ETA) to Inward Designs.
Only ship complete. Contact Jessica Andrus or Emily Plattner, Senior Designers, with any
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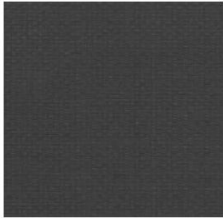
ANDRU2JM@CMICH.EDU
PLATT1EM@CMICH.ED

**Manufacturer**

Carnegie
110 North Centre Avenue
Rockville Centre, NY 11570
800 -727-6770

Purchase Order

Purchase order No: 004
October 07, 2020

Quantity	Description	Unit Net Price	Extension Price
3 sq. yds	Upholstery 100% Polyurethane (Polycarbonate Resin) Back: 82% Polyester, 18% Cotton Basket PU - 6576 Color # 8 SKU# 244-M-U <u>Side Mark:</u> To be used on Superior Seating Bar Stools, Basket PU#6576 (P.O # 003)	\$27.50 sq. yd.	\$82.50
			

Subtotal Product

\$82.50

Deposit Paid Now

\$41.25

Balance due when shipped

\$41.25

BILL TO:

Inward Designs
808 Pleasant Drive
Mount Pleasant, MI 48858

SHIP TO:

Superior Seating
721 Boulevard
Kenilworth, NJ 07033

Note: Please confirm this order and the estimated time of arrival (ETA) to Inward Designs.
Only ship complete. Contact Jessica Andrus or Emily Plattner, Senior Designers, with any
questions or concerns regarding this purchase order.

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MOUNT PLEASANT, MI 48858

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(715) 531-7630

ANDRU2JM@CMICH.EDU
PLATT1EM@CMICH.ED

**Manufacturer**

Herman Miller
251 Park Avenue
S New York, NY 10010
(212) 753-3022

Purchase Order

Purchase order No: 005
October 07, 2020

Quantity	Description	Unit Net Price	Extension Price
1	Lispenard Sectional Sofa Item #100116171 <u>Finish:</u> Oak <u>Dimensions:</u> 92.5" L x 121" W x 26" H x 35.5" Seat <u>Upholstery:</u> MCL Leather (Cobblestone) <u>Side Mark:</u> Waiting Area	\$8,722.50	\$8,722.50

**Subtotal Product**

\$8,722.50

Deposit Paid Now

\$4,361.25

Balance due when shipped

\$4,361.25

BILL TO:

Inward Designs
808 Pleasant Drive
Mount Pleasant, MI 48858

SHIP TO:

Inward Designs
808 Pleasant Drive
Mount Pleasant, MI 48858

Note: Please confirm this order and the estimated time of arrival (ETA) to Inward Designs.
Only ship complete. Contact Jessica Andrus or Emily Plattner, Senior Designers, with any
questions or concerns regarding this purchase order.

808 PLEASANT DRIVE,
MOUNT PLEASANT, MI 48858

(248) 978-2254
(715) 531-7630

ANDRU2JM@CMICH.EDU
PLATT1EM@CMICH.ED




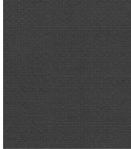

INWARD DESIGNS

October 14, 2020

Product Invoice No: A123-2020
Client / Sidemark: Bowlby
Location: First Floor

TO:
Mrs. Sue Bowlby
1200 S Franklin St.
Mount Pleasant, MI 48858

PRODUCT INVOICE

Quantity	Description of Product	Picture	Unit Sell Price	Extended Price
2 Buckets gallons) 3,766 sq ft.	Wall Paint Color: Naval SW 6244 (10 Sherwin Williams To be used throughout first floor 1416 S Mission St. Mt Pleasant, MI 48858 989-773-3516		\$335.80 per 5 gallons	\$671.60
217 Units	Vinyl Plank Flooring Item #1083762, Model #360664 To be used throughout first floor Lowe's 28650 Telegraph Rd Southfield, MI 48034 248-208-0010		\$39.17 per unit	\$8,499.89
9	Bar Stool wood- look steel frame, black vinyl, 46"H x 18"W x 21.5"D, SKU# 244-M-U C.O.M. fabric: Basket PU - 6576, Color # 8 3 sq. yds. required To be used at first floor bar Superior Seating 721 Boulevard Kenilworth, NJ 07033 (866)-293-1080		\$117.48 per unit	\$1,057.32
27 yds.	Upholstery Basket PU - 6576 Color # 8 Carnegie Face: 100% Polyurethane (Polycarbonate Resin) Back: 82% Polyester, 18% Cotton Basket PU - 6576 Color # 8 To be used with bar stool, item 3, SKU# 244-M-U 110 North Centre Avenue Rockville Centre, NY 11570 800 -727-6770		\$45.83 sq. yd.	\$137.49
1	Lispenard Sectional MCL Leather - Cobblestone Walnut Leg Finish 92.5" L x 121" W x 26" H Item #100116171 To be used in waiting area Herman Miller 251 Park Avenue S New York, NY 10010 (212) 753-3022		\$14,537.50	\$14,537.50
SUBTOTAL PRODUCT				\$24,903.80
Tax (6%)				\$1,494.23
Freight:				\$2,490.38
Subtotal:				\$28,888.41
Deposit Paid:				\$13,199.02
BALANCE DUE:				\$15,689.39

Note: Freight and handling were billed as invoiced by the shipping company plus \$25.00 for in-house handling of

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Fee Invoice

INVOICE # 001

DATE: 08/10/20 - 09/10/20

DUE DATE: 10/10/20

To:

Mrs. Bowlby
1200 S Franklin St.
Mount Pleasant, MI 48858

PHASE	HOURS	COST/HOUR	TOTAL
PROGRAMMING			
Perform background research on the history and present condition of the building site	2	\$120	\$240
Perform preliminary code analysis to find occupancy classifications and construction types	30 min.	\$120	\$60
Research the WELL's Building Standards, and how to promote its eleven body systems	2	\$120	\$240
Perform research on current and upcoming technology that could be used in the project. This includes researching technology used to accommodate the new COVID-19 guidelines	2	\$120	\$240
Develop a project concept through the use of a word map and concept sketches	3	\$120	\$360
Present and discuss the concept of the project	30 min.	\$120	\$60
TOTAL BILLABLE HOURS	10	\$120	\$1,200
		Retainer	\$14,040
		Retainer Balance	\$12,840
		BALANCE DUE (10/31/20)	\$1,200

Notes: Invoices were billed monthly for actual hours worked. Payment is due within thirty (30) days of the invoice date. A late payment charge of 2% per month (24% per annum) will be added to invoices thirty (30) days past due. The retainer paid to the designer will be credited on the final design fee invoice. Contact Inward Designs regarding questions. We appreciate your choice in Inward Designs for your interiors project.



Time Management Chart

September 20, 2020

PROJECT NAME: Chicago Restaurant / Retail Building

PROJECT DESIGNERS: Jessica Andrus & Emily Plattner

PROJECT START/FINISH: 08/20/20 - 5/26/21

	HOURS	EARLIEST START	EARLIEST FINISH	LATEST START	LATEST FINISH	ACTUAL FINISH
PROGRAMMING	10					TBD
Research history & present conditions of building	2	08/20/20	08/30/20	08/27/20	09/03/20	TBD
Preliminary code analysis	30 mins	08/20/20	08/30/20	08/27/20	09/03/20	TBD
Research WELL's Building Standards	2	08/20/20	08/30/20	08/27/20	09/03/20	TBD
COVID-19 & technology research	2	08/20/20	08/30/20	08/27/20	09/03/20	TBD
Concept word map & concept sketches	3	08/20/20	08/30/20	08/27/20	09/10/20	TBD
Discussion of Concept	30 mins	08/20/20	08/30/20	08/27/20	09/10/20	TBD
SCHEMATIC	30					TBD
Establish name for restaurant & interactive space	30 mins	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Create WELL's Building Standards checklist	3	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Draw existing building shell in AutoCAD	1	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Analyze building with percentage diagram	2	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Calculate floor allowance for occupants	1	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Calculate number of egress per floor	30 mins	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Create an overall egress diagram per floor	2	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Create a preliminary plumbing fixture chart	1	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Configure interior wall and ceiling finish requirements	1	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Create preliminary sketches along with a conceptual parti	4	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Create a bubble diagram	3	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Create a block diagram	3	09/15/20	09/20/20	09/18/20	09/24/20	TBD



Create preliminary floor plans	5	09/15/20	09/20/20	09/18/20	09/24/20	TBD
Create code check drawings	3	09/15/20	09/20/20	09/18/20	09/24/20	TBD
DESIGN DEVELOPMENT	143					TBD
Finalize space plan showing walls, furniture and built in equipment	40	09/29/20	10/13/20	10/06/20	10/22/20	TBD
Finalize selection of materials, finishes and treatments for furniture, walls, flooring, windows, and ceilings	18	09/29/20	10/13/20	10/06/20	10/22/20	TBD
Finalize floor diagram, plumbing diagram, electrical plan, and reflected ceiling plan	45	09/29/20	10/13/20	10/06/20	10/22/20	TBD
Prepare presentation boards, perspectives, and exterior elevations	40	09/29/20	10/13/20	10/06/20	10/22/20	TBD
CONTRACT DOCUMENTS	28					TBD
Prepare specifications for furniture and finishes	10	10/27/20	11/04/20	11/11/20	11/19/20	TBD
Prepare finish schedule	10	10/27/20	11/04/20	11/11/20	11/19/20	TBD
Prepare quotation of FF&E	8	10/27/20	11/04/20	11/11/20	11/19/20	TBD
POST OCCUPANCY EVALUATION	5					TBD
POE 1	2.5	12/19/20	5/19/21	12/26/20	5/26/21	TBD
POE 2	2.5	12/19/20	5/19/21	12/26/20	5/26/21	TBD



Time Management Chart

September 20, 2020

PROJECT NAME: Chicago Restaurant / Retail

PROJECT DESIGNERS: Jessica Andrus & Emily Plattner

PROJECT START/FINISH: 08/20/20 - 5/26/21

	DURATION	Aug. 20 - Sept. 20 - Oct. 20 - Nov. 20 - Dec. 20 - Jan. 20 - Feb. 20 - Mar. 20 - Apr. 20 - May 26
PROGRAMMING		
Research history & present conditions of building	2	■
Preliminary code analysis	30 min.	■
Research WELL's Building Standards	2	■
COVID-19 & technology research	2	■
Concept word map & concept sketches	3	■
Discussion of Concept	30 min.	■
SCHEMATIC		
Establish name for restaurant & interactive space	30 min.	■
Create WELL's Building Standards checklist	3	■
Draw existing building shell in AutoCAD	1	■
Analyze building with percentage diagram	2	■
Calculate floor allowance for occupants	1	■
Calculate number of egress per floor	30 min.	■
Create an overall egress diagram per floor	2	■
Create a preliminary plumbing fixture chart	1	■
Configure interior wall and ceiling finish requirements	1	■
Create preliminary sketches along with a conceptual parti	4	■
Create a bubble diagram	3	■
Create a block diagram	3	■
Create preliminary floor plans	5	■
Create code check drawings	3	■
DESIGN DEVELOPMENT		
Finalize space plan showing walls, furniture and built in equipment	40	■
Finalize selection of materials, finishes and treatments for furniture, walls, flooring, windows, and ceilings	18	■
Finalize floor diagram, plumbing diagram, electrical plan, and reflected ceiling plan	45	■
Prepare presentation boards, perspectives, and exterior elevations	40	■
CONTRACT DOCUMENTS		
Prepare specifications for furniture and finishes	10	■
Prepare finish schedule	10	■
Prepare quotation or FF&E	8	■
POST OCCUPANCY EVALUATION		
POE 1	2.5	■
POE 2	2.5	■