



ROOM INFORMATION PACK

Congratulations – your journey towards creating a space you will love has begun. This Room Information Pack outlines **Your Work** - the steps that you need to follow so that we can get going with designing your chosen space.

Please get in touch at any point if you have questions, if we have been unclear in any way, or if you are unsure about what is required, and then we will be able to help you move forward.

What we need you to do

Tell us about your space – complete 'My Space' Survey

This will enable us to understand your space and your needs, to create a truly bespoke design which reflects who you are. You will also have the opportunity to select the budget level that you have in mind, which we can use as a target in designing and specifying your room.

My Space - Richardson's Space

The journey to ~~loving~~ your new space begins here. If you have any queries contact us or leave a message in your project chat area below

1. Tell us about your space

This will enable us to understand your space and your needs, to create a truly bespoke design which reflects who you are. You will also have the opportunity to select the budget level that you have in mind, which we can use as a target in designing and specifying your room.

Complete 'My Space' Survey

'My Space' Status
Fill in 'My Space' Survey
TO BE COMPLETED

Send us Your Work : photos, floorplan & inspirations

There are a number of steps here, each of which is detailed below:

Take photos of your space

Photograph each wall and any particular room features that you need to take account of in your design. The best way to do this is to stand in the centre of your room and face each wall in turn in a clockwise direction. Position yourself so you can get as much of the wall in shot as possible.

Include each wall (side to side and ceiling to floor), plus any fixed room features, radiators, windows or doors. Also photograph any adjoining/existing rooms that need to coordinate with your new space.



Measure your space and draw out a floorplan

You can either use our template or your own piece of paper to draw a sketch floorplan of your space with dimensions.

This does not need to be to scale, but please also write dimensions in millimetres for each wall on the floorplan. Also show the positions of windows and doors and include the ceiling height.

You will find the **Floorplan Template** on your 'My Studio' project page ready to download and print. Full instructions for completing the floorplan are included at the back of this 'Room Information' pack, should you need them.

Photograph any items you wish to keep

Take a photo of and measure (length, width and depth) any items of furniture you wish to keep in the space – furniture, art, soft furnishings (curtains, cushions, rugs). There is a list for capturing the dimensions of these items on the floorplan template if you want to do this as you measure the space.

Or you can enter them directly into your 'My Space' project area once you have clicked the **upload my files** button (as shown below):

Inspirational images for your space

Please provide us with room images that you like or things that inspire you. To find some ideas of how you would look your space to look, have a look online at Pinterest, Houzz or other websites, or in some interiors magazines.

Send us magazine cuttings, photos, fabrics, or links to websites where you might have found and/or posted items you like. If you already have a Pinterest board (or other) for your room, send us a link. If you're not sure how to do this, please get in touch.

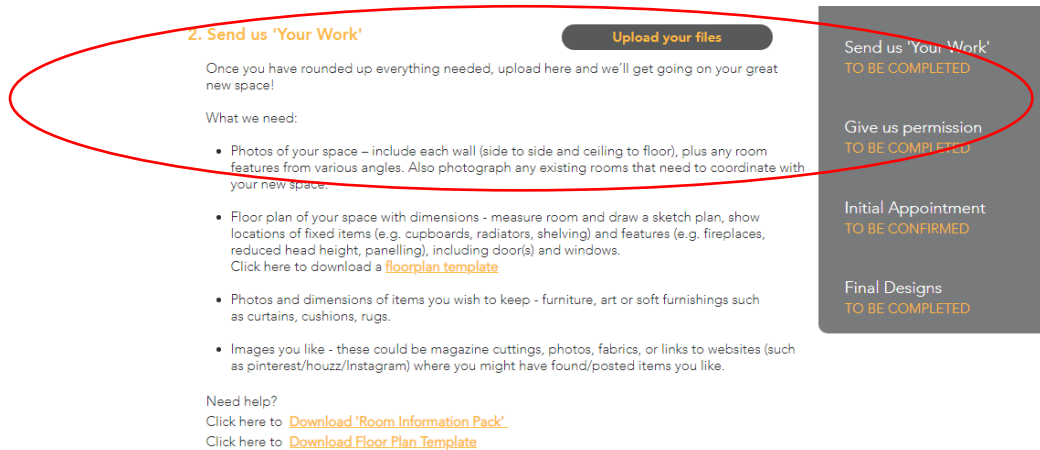
It doesn't have to be a whole room - you may have a pattern, or item of art/clothing that you love that could be developed into your design. It might just be an image of a chair, accessory, colour, wallpaper, fabric that you like.

If you can't find anything have a look at our images on Pinterest
<https://www.pinterest.co.uk/styleyourspaceuk/>

If nothing has inspired you so far, don't worry, just send a photo of the clothes hanging in your wardrobe!

Send us Your Work

When you have everything collected together you can upload the files onto your personal 'My Space' project page.



2. Send us 'Your Work' Upload your files

Once you have rounded up everything needed, upload here and we'll get going on your great new space!

What we need:

- Photos of your space – include each wall (side to side and ceiling to floor), plus any room features from various angles. Also photograph any existing rooms that need to coordinate with your new space.
- Floor plan of your space with dimensions - measure room and draw a sketch plan, show locations of fixed items (e.g. cupboards, radiators, shelving) and features (e.g. fireplaces, reduced head height, panelling), including door(s) and windows. Click here to download a [floorplan template](#)
- Photos and dimensions of items you wish to keep - furniture, art or soft furnishings such as curtains, cushions, rugs.
- Images you like - these could be magazine cuttings, photos, fabrics, or links to websites (such as pinterest/houzz/Instagram) where you might have found/posted items you like.

Need help?
Click here to [Download 'Room Information Pack'](#)
Click here to [Download Floor Plan Template](#)

Send us 'Your Work' TO BE COMPLETED

Give us permission TO BE COMPLETED

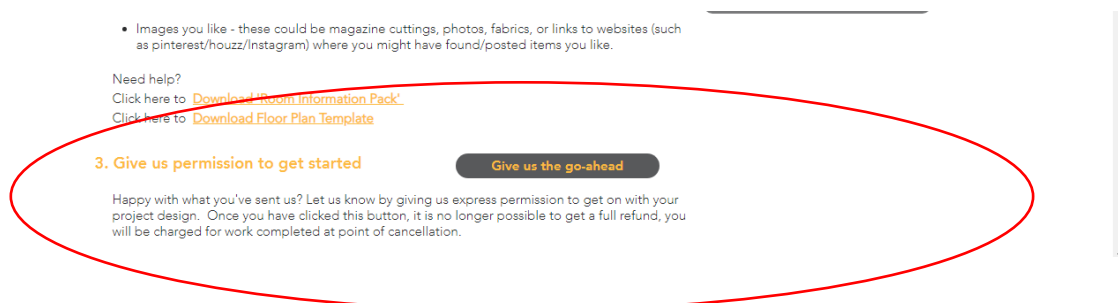
Initial Appointment TO BE CONFIRMED

Final Designs TO BE COMPLETED

If this does not work for you, feel free to email them to help@styleyourspace.co.uk with your project reference noted in the subjectline.

Give us the go ahead

Our terms and conditions require you give us a formal permission to get start work on your design, after which you will be charged for work completed if you cancel at any point before the work is completed. You can do this by clicking the **give us the go ahead** button – we can then get going on your great new space!



- Images you like - these could be magazine cuttings, photos, fabrics, or links to websites (such as pinterest/houzz/Instagram) where you might have found/posted items you like.

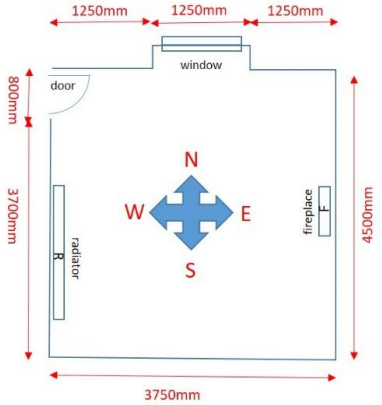
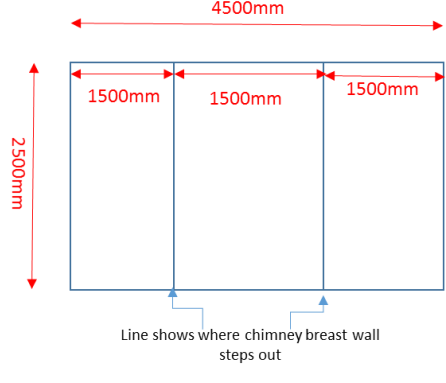
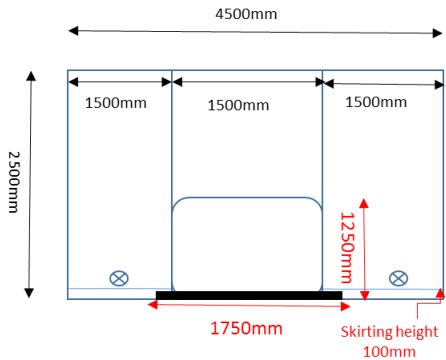
Need help?
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Click here to [Download Floor Plan Template](#)

3. Give us permission to get started Give us the go-ahead

Happy with what you've sent us? Let us know by giving us express permission to get on with your project design. Once you have clicked this button, it is no longer possible to get a full refund, you will be charged for work completed at point of cancellation.

We look forward to working with you.

How to measure your room and draw a floorplan

<p>A)</p>	<p>Sketch floorplan</p> <p>Draw a floorplan of your room as though you were looking down on it from above. Don't worry about drawing to scale, it's the measurements that matter. To help make it more legible use graph paper, a template is available.</p> <p>Now measure in millimetres the length of each wall and show it on the floorplan (in red or other colour to distinguish them).</p> <p>Then label each wall north, south, east or west as this will help us to keep things clear.</p>	
<p>B)</p>	<p>Draw the walls</p> <p>Draw a diagram of the face of each wall, label it (N, S, E or W) and measure its length and height.</p> <p>Next draw in all the room features on the sketch such as doors, windows, archways, alcoves, openings, chimney breast or fireplaces, and any built in features such as shelving or cupboards.</p> <p>As long as all features are represented and you've shown us any quirks, we will be able to interpret the sketches and use the information in designing your space.</p>	<p>Wall: E</p>  <p>Line shows where chimney breast wall steps out</p>
<p>C)</p>	<p>Add key details & measurements</p> <p>Then measure the distance to each feature or structural element from the relevant corner of the room. Add these measurements to the sketch.</p> <p>Also include positions of light switches, radiators, sockets and any other electrical or plumbing points.</p> <p>Repeat steps B & C for all four walls</p>	<p>Wall: E</p>  <p>Skirting height 100mm</p>
<p>D)</p>	<p>Check for completeness</p>	<p>Now walk around the room and measure anything that you may have missed, either add them to the sketch or make a separate note.</p>

**Notes for measuring features*

- When measuring windows and doors, include the frame and/or mouldings in the measurement
- Measure distance from ceiling to the top of the feature (eg. ceiling to top of door or window), and if appropriate below the feature to the floor (eg. window sill to floor)
- Make a note of the highest and lowest ceiling measurements if the ceiling height changes
- Note the height, length & depth of fitted furniture/radiators on the 'furniture and features' list