

At the beginning of every project we undertake a detailed project analysis based on a thorough examination of the design. In order for us to be as accurate and comprehensive as possible the following items should be transmitted to Harp at your earliest convenience:

| <b>External</b>                     | <b>Format</b>           | <b>Description</b>  | <b>Supplied</b> |
|-------------------------------------|-------------------------|---|-----------------|
| Building Drawings                   | DWG & PDF               | Architectural Plans, elevations, sections & details.  |                 |
| Site Plan                           | DWG & PDF               | Site context plans - roads, paths, crossovers, surrounding buildings  |                 |
| Building Model                      | FBX, DWG, RVT, SKP, 3DS | 3d model - ideally it will be detailed, layered & organised. Please delete all furniture, trees, plants, people and vehicles. |                 |
| Building Materials                  | PDF                     | Colours, finishes, manufacturer details (if available)  |                 |
| Landscape Plans                     | DWG & PDF               | Plans, elevations, planting plans, species lists.   |                 |
| Lighting/Electrical Plans           | DWG & PDF               | RCP, location/type of light fittings, gpo's, switches etc   |                 |
| <b>Internal</b>                     |                         |   |                 |
| Floor Plans                         | DWG & PDF               | Architectural Floor Plans   |                 |
| Internal Elevations                 | DWG & PDF               | Kitchen, Bathroom, Joinery Elevations and details   |                 |
| Fixtures/Fittings                   | PDF                     | Appliances, kitchen & bathroom fixtures, light fittings   |                 |
| Colour Schedules                    | PDF                     | Internal colours, finishes, manufacturer details  |                 |
| <b>Reference Imagery</b>            |                         |   |                 |
| Mood Boards                         | PDF / JPEG              | Styling, look & feel. These will help communicate your vision for the project.  |                 |
| Material & Texture Reference photos | PDF / JPEG              | Sample board, photos of finishes, photos of fittings  |                 |
| Branding Documents                  | PDF                     | Project Brand Identity including logos, colour palettes, typography, target market info etc                                   |                 |