



# Client Design Form Guide

Simple notes to help clients answer the form with confidence

*This guide explains each part of the Client Design Form in simple words. Clients do not need technical knowledge to answer it. If they are unsure, they can simply write "Not Sure" and P+P can guide them later.*

## 1. Basic Project Information

<b>Client Name / Contact / Email / Project Location</b>	Basic contact details so P+P knows who the project is for and where it will be built.
<b>Project Type</b>	Say if the project is a new house, renovation, extension, or improvement of an existing home.
<b>Budget Range</b>	A practical budget range helps the design stay realistic. The client does not need an exact amount. An estimate is enough.
<b>Target Start and Completion Dates</b>	These are preferred dates, not a final promise. They simply help set direction and planning.
<b>Lot Area / Size</b>	This helps the team understand how much space is available for the design.

## 2. Family / User Profile

<b>Who will use the home</b>	This part explains the people who will live in the house, such as children, elderly family members, staff, or pets.
<b>Needs future expansion</b>	Tick this if the client may want to add more rooms or expand later.
<b>Needs work-from-home space</b>	Tick this if someone needs an office, study room, or quiet work area.
<b>Key Daily Activities</b>	Examples: cooking, entertaining guests, home office work, gardening, family bonding, or business use.

## 3. General Home Requirements

<b>Required spaces</b>	Clients can tick the rooms or areas they want in the house, such as living room, kitchen, laundry area, home office, terrace, or guest room.
<b>Preferred number of floors</b>	Examples: 1-storey, 2-storey, or 3-storey.
<b>Preferred number of bedrooms / toilets and baths</b>	This gives the design team a clear starting point for the space plan.
<b>Other required spaces</b>	Use this for anything not listed, like gym, prayer room, music room, or hobby area.

## 4. Bedroom Requirements

<b>Master Bedroom</b>	The main bedroom, usually for the homeowner.
<b>Walk-in Closet</b>	A larger closet area that a person can walk into.
<b>Built-in Cabinets</b>	Permanent cabinets made as part of the room design.
<b>Bedroom-specific requests</b>	Clients can mention things like more storage, bigger windows, private balcony, study corner, or quiet layout.

## 5. Toilet and Bath Requirements

<b>Common Toilet &amp; Bath</b>	A shared bathroom for family members or guests.
<b>Powder Room</b>	A small toilet with sink, usually for guests and usually without a shower.
<b>Double Vanity</b>	Two sinks in one bathroom counter.
<b>Easy-to-clean finishes</b>	Materials and surfaces that are practical and easy to maintain.
<b>Preferred toilet &amp; bath style</b>	Examples: modern, hotel-like, minimalist, warm, bright, simple, or luxurious.

## 6. Kitchen Requirements

<b>Open Kitchen</b>	The kitchen connects visually to nearby spaces like dining or living area.
<b>Closed Kitchen</b>	The kitchen is more enclosed and separated from other spaces.
<b>Kitchen Island</b>	A work counter placed in the middle of the kitchen.
<b>Breakfast Counter</b>	A smaller counter where people can sit for quick meals.
<b>Pantry</b>	A storage area for food, dry goods, and kitchen supplies.
<b>Dirty Kitchen / Service Kitchen</b>	A separate kitchen area for heavier cooking, washing, or service work.
<b>Kitchen priorities and appliance requirements</b>	Clients can list appliances they want included, such as refrigerator, oven, microwave, dishwasher, or range hood.

## 7. Living and Dining Preferences

<b>Formal Living Area</b>	A receiving area mainly for guests.
<b>Family Area</b>	A more relaxed everyday space for family use.
<b>Open-plan Layout</b>	Living, dining, and kitchen areas are more connected and open.
<b>Connection to Outdoor Space</b>	This means the client wants easy access or views to garden, patio, lanai, or terrace.

## 8. Space Planning Preferences

<b>Open Layout</b>	Fewer walls, more connected spaces, and a more open feel.
<b>Private Layout</b>	More divided spaces for privacy and separation.
<b>Easy Circulation</b>	Smooth movement from one area to another without awkward paths.
<b>Natural Lighting</b>	The home should receive good daylight.
<b>Cross Ventilation</b>	Air can move naturally through the house for better comfort.
<b>Clear Public / Private Zoning</b>	Public spaces like living and dining are separated from private spaces like bedrooms.

## 9. Architectural Style Preferences

<b>Modern</b>	Clean lines and a current look.
<b>Minimalist</b>	Simple, uncluttered, and focused on essentials.
<b>Contemporary</b>	A current style that can mix clean forms with warmer details.
<b>Tropical</b>	Suitable for warm climate, with airflow, shade, and connection to outdoor living.
<b>Scandinavian</b>	Light, simple, soft, and natural-looking.
<b>Industrial</b>	Rawer look, often with metal, concrete, darker colors, or exposed materials.
<b>Classic</b>	More formal, elegant, and traditional.
<b>Mixed Style</b>	A combination of two or more styles.

## 10. Exterior Preferences

<b>Simple Roof Form</b>	A cleaner roof shape that usually looks neat and efficient.
<b>Large Glass Openings</b>	Bigger windows or glass doors for light and views.
<b>Accent Materials</b>	Special materials added for character, such as stone, wood, textured wall finish, or metal details.
<b>Covered Entry</b>	A protected entrance area with roof cover.

## 11. Interior Preferences

<b>Warm Tone Interiors</b>	Interiors with warmer colors like beige, brown, wood tones, and soft earthy finishes.
<b>Neutral Tone Interiors</b>	Interiors using calm neutral colors like white, gray, beige, or taupe.
<b>Built-in Furniture</b>	Furniture fixed into the design, such as TV walls, wardrobes, benches, or shelving.
<b>Custom Modular Cabinetry</b>	Cabinets designed specifically for the space and the client's needs.
<b>Statement Finishes</b>	Finishes that stand out visually, such as feature walls, bold textures, or premium surfaces.

## 12. Functional Priorities

<b>More Storage</b>	The client wants the design to include more cabinets, shelves, or hidden storage.
<b>Better Natural Light / Better Ventilation</b>	The design should improve comfort through daylight and airflow.
<b>Child-friendly / Elder-friendly Planning</b>	The home should be safer and easier to use for children or older family members.
<b>Practical Daily Workflow</b>	The layout should support daily routines well, especially in kitchen, laundry, circulation, and storage.

## 13. Special Features

<b>Special rooms or areas</b>	This section is for unique spaces such as prayer room, study room, entertainment room, lanai, outdoor kitchen, garden area, pool, or staff rooms.
<b>Other Special Area</b>	Use this for anything not listed.

## 14. Must-Haves and Non-Negotiables

<b>Top 5 must-have spaces or features</b>	These are the items the client really wants included in the design.
<b>Elements or design treatments to avoid</b>	Clients can mention anything they do not like, such as dark interiors, too much glass, steep stairs, exposed shelving, or high-maintenance finishes.

## 15. Project Expectations

<b>Functionality is the top priority</b>	The client values practical planning first.
<b>Aesthetics is the top priority</b>	The client values appearance and visual impact first.
<b>Balanced function and aesthetics</b>	The client wants both practicality and beauty.
<b>Budget-conscious decisions</b>	The design should stay controlled in cost and avoid unnecessary expensive choices.
<b>Premium material preference</b>	The client is open to higher-grade materials and finishes.
<b>Open to phased development</b>	The project may be built in stages instead of all at once.

## 16. Required References / Attachments

<b>Lot Plan</b>	A drawing that shows the shape and size of the property.
<b>Site Photos</b>	Current photos of the lot or project area.
<b>Existing House Photos / Existing Plans</b>	Useful if the project is a renovation or extension.
<b>Inspiration Images</b>	Sample photos that show the client's preferred style or mood.
<b>Furniture / Appliance List</b>	Helps the design team plan sizes, clearances, and built-in requirements.
<b>Subdivision / HOA Guidelines</b>	Rules from the village or subdivision that may affect the design.

## 17. Client Confirmation

<b>Prepared By / Date Completed</b>	The client or representative can write who filled out the form and when it was completed.
<b>Reviewed By (P+P) / Date Received</b>	This part is usually for the P+P team to complete upon receiving the form.
<b>Notes / Additional Comments</b>	Use this for anything important that did not fit into earlier sections.

### Simple advice for clients

- It is okay to leave an item blank if you are not sure yet.
- You do not need to know technical terms. Just describe what you want in simple words.
- Sample words clients can use: bright, simple, cozy, airy, elegant, practical, modern, warm, easy to maintain.
- If you have photos of houses or rooms you like, attach them. They help a lot.
- The more honest the answers are, the easier it is for P+P to design the right solution.