



Thomas J. Crummy Landscaping

Cloonloo, Via Boyle, Co. Sligo

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Bord Bia Landscape Business of the Year 2010-2011 & 2013-2014

Mr & Mrs ABC ZYZ

<<Insert Address 1>>

<<Insert Address 2>>

<<Insert Address 3>>

<<Insert Date>>

Client Brief & Prospective Client Form

Dear X and Y,

Thank you for your tender enquiry.

As per my email, I am sending you a client brief form to make our design best suit your requirements. It is in your interest to think about the following, as we want to meet your expectations and provide you with the best possible design.

- What is the main use for your garden and what practical elements must be accommodated e.g. clothes line, bin storage, vegetable plot, play area, etc?
- How many cars do you want to park, what type of security do you want?
- How much maintenance do you want to do or do you have a gardener and not particularly worried about maintenance issues?
- What levels of entertaining will you want to do i.e. do you need a substantial patio area, roofed garden area?
- What types of materials do you like to use for paving and what type of plants do you particularly like, example colour theme?

In the interim should you have any queries on the above please do not hesitate to contact this office at the above number or me personally @ 086 8577750.

Yours Faithfully,

Thomas Crummy

Proprietor

Thomas J. Crummy Landscaping



Association of Landscape Contractors of Ireland



Client Brief

Garden Purpose			
Number of Users	<input type="text"/> <input type="text"/>		
<input type="checkbox"/> family	<input type="checkbox"/> single/ couple	<input type="checkbox"/> children no. ____ age(s) _____	<input type="checkbox"/> wheelchair
<input type="checkbox"/> other:			


Theme/Style	
<input type="checkbox"/> architectural/modern	<input type="checkbox"/> Mediterranean garden
<input type="checkbox"/> cottage garden	<input type="checkbox"/> Japanese garden
<input type="checkbox"/> romantic garden or themed garden	<input type="checkbox"/> Sensory garden
<input type="checkbox"/> other:	

Material			
<input type="checkbox"/> stone	<input type="checkbox"/> wood	<input type="checkbox"/> steel	<input type="checkbox"/> glass (wind protection)
<input type="checkbox"/> concrete	<input type="checkbox"/> plastic	<input type="checkbox"/> plants	<input type="checkbox"/>

Areas				
<input type="checkbox"/> lawn	<input type="checkbox"/> paving/patio	<input type="checkbox"/> paths	<input type="checkbox"/> plants	<input type="checkbox"/> water
<input type="checkbox"/> No 1	<input type="checkbox"/> deck	<input type="checkbox"/> chippings	<input type="checkbox"/> ground cover shrubs	<input type="checkbox"/> pool
<input type="checkbox"/> No 2	<input type="checkbox"/> concrete paving slabs	<input type="checkbox"/> natural stone	<input type="checkbox"/> mixed shrubs	<input type="checkbox"/> fountain
<input type="checkbox"/> wild flower	<input type="checkbox"/> brick paving	<input type="checkbox"/> concrete stone	<input type="checkbox"/> trees	<input type="checkbox"/> stream/rill
<input type="checkbox"/> Sedum	<input type="checkbox"/> natural stone	<input type="checkbox"/> asphalt	<input type="checkbox"/> hedge	<input type="checkbox"/> spherical water feature
<input type="checkbox"/> Artificial/Astroturf	<input type="checkbox"/> chippings	<input type="checkbox"/> brick paving	<input type="checkbox"/> bulbs	<input type="checkbox"/> bird bath
<input type="checkbox"/> Bowling Green	<input type="checkbox"/>	<input type="checkbox"/> bark mulch	<input type="checkbox"/> climbers	<input type="checkbox"/>
<input type="checkbox"/> Putting area	<input type="checkbox"/>	<input type="checkbox"/> pebbles/gravel	<input type="checkbox"/> bedding plants	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> lawn	<input type="checkbox"/>	<input type="checkbox"/>

Elements					
<input type="checkbox"/> wall	<input type="checkbox"/> fence	<input type="checkbox"/> car-port	<input type="checkbox"/> pergola	<input type="checkbox"/> shed	<input type="checkbox"/> arch way
<input type="checkbox"/> benches	<input type="checkbox"/> table	<input type="checkbox"/> steps	<input type="checkbox"/> fire place	<input type="checkbox"/> rocks	<input type="checkbox"/> lights
<input type="checkbox"/> fruit trees	<input type="checkbox"/> vegetable garden		<input type="checkbox"/> raised bed	<input type="checkbox"/> herb spiral	
<input type="checkbox"/> other: <i>e.g. hot tub</i>			<input type="checkbox"/> other:		

Play Area for children:			
<input type="checkbox"/> sandpit	<input type="checkbox"/> swing	<input type="checkbox"/> see-saw	<input type="checkbox"/> slide
<input type="checkbox"/> playing house	<input type="checkbox"/> jump elements	<input type="checkbox"/> football area	<input type="checkbox"/> climbing element
<input type="checkbox"/> other:			
<input type="checkbox"/> other:			

Doc.	7.2-2E	<p align="center">Thomas J. Crummy Landscaping</p> <p align="center">Cloonloo, Via Boyle, Co. Sligo Tel: 071 966 3086</p>	
Form – Client Brief & Prospective Client Form			

<p>Specialities (Exceptions, Wishes, Examples)</p> <p><i>e.g we have a piece of art we want you to include in our design</i></p>

Maintenance Work		
<input type="checkbox"/> love to work in garden	<input type="checkbox"/> a little	<input type="checkbox"/> minimum

Further Questions		
Do you have a site layout map?	<input type="checkbox"/> no - if not please prepare	<input type="checkbox"/> yes , if so, please provide (NB: must be properly scaled)

Do you have a garden design or construction plan?	<input type="checkbox"/> no	<input type="checkbox"/> yes , if so, please provide
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<p>Please list any other requirements, specific requests or wishes:</p>

Signed: (Client)		Date:	
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landscape business of the year 2010 - 2011



Call Us 071 966 3086

Doc.	7.2-2E	Thomas J. Crummy Landscaping	
Form – Client Brief & Prospective Client Form			

Client Name:	Mr & Mrs X and Y ABC	Customer No:	NEW
Address	<<Insert Address 1>>		
	<<Insert Address 1>>	Email:	abc@xyz.com
	<<Insert Address 1>>	Tel. No.:	
Attn:	X or Y	Mobile No.:	

JOB REQUEST:

Stage 1: Site Visit and Client Briefing Meeting

- €175 for first hour & €90 per hour thereafter plus VAT @ 23%.
- Deliveries: Meeting

DESIGN: *Tick What Applies* (these prices are approximate and may be altered up or down, subject to site inspection)

Stage 2: Design €750 +VAT @ 23%

- Sketch Design
- Final Design (illustrating general levels, finishes etc)
- Deliveries: Meetings, Drawings and Images to Convey the Scheme

Stage 3: Tender (Costing) €750 +VAT @ 23%

- Cost Estimate
- Details for Hardworks (paving, walls, steps services) sufficient for pricing
- Specification
- Bills of Quantity
- Planting Plans
- Deliveries: Meetings, Drawings, Specifications, Quantities, Costs

Stage 4: Construction €750 +VAT @ 23%

- Designer's Inspection of Construction Works
- Construction Details (setting out dimensions, response to queries from site etc)
- Final Sign Off
- Deliveries: Meetings & Drawings

APPROX. INSTALLATION BUDGET:	€ _____	DO YOU HAVE A CONSTRUCTION TIME SCALE?	
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What we need from you to proceed:

- Properly scaled as built site layout map in AutoCAD format – can get from any GPS surveying company. Just ask for a “topographical as built survey” and ask them to provide it @ “1:500 and 1:250 hard and soft” emailed to me. (Best if they contact me directly for instructions.)
- Completed client Brief with as much detail as possible so we can make our design best fit around you.
- Some photographs and floor plan of house if available.
- Deposit for items you are proceeding with.

Signed: (Client)		Date:	
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