



How **2** Guide

Client specification - Examples

Outline client specification

An “*Outline client specification*” is a summary of products and services provided by the designer and agreed by the client. A “*Full client specification*” is a detailed spreadsheet which includes:

- *Type of product, make, colour, ref number*
- *Manufacturers information*
- *Price*
- *Delivery times*
- *Order date*
- *Deposit paid and balance due*

The specification will be based on the requirements of the Client Brief and should list all products and services on a room by room basis.

The following “*Outline client specification*” is an example only. You may differ but should include:

- *All furniture items*
- *Window treatments*
- *Wall coverings*
- *Floor coverings*

A furniture specification may include:

Furniture

- *4x desks in glass and chrome finish*
- *4x office chairs in black leather and chrome*
- *4x filing cabinets in silver powder coated finish*
- *2x drawing boards in white melamine*
- *2x two seat sofas in cream leather*
- *1x coffee table in chrome and glass*
- *1x coffee machine with storage*

A window treatments specification may include:

Window treatments

- *Silver venetian blinds to all windows*
- *Silver vertical blinds to glass door*

or

- *Roman Blinds to all windows*
- *Eyelet headed curtains on a chrome pole to glass doors*

A wall covering specification may include:

Wall covering

- *Paint to walls (provide reference to supplier and product code)*
- *Paint to skirting boards and window frames where applicable (provide reference to supplier and product code)*

A floor covering specification may include:

Floor covering

- *80:20 quality carpet with foam underlay to all areas except coffee machine area*
- *Ceramic tiling to coffee machine area*

Example of “Full client specification”

You will find it easier to produce a “Full client specification” if you use the landscape option within the Page Layout function.

A “Full client specification” is a detailed spreadsheet listing all products provided by the designer and agreed by the client. This may include:

- *Type of product, make, colour, ref number*
- *Manufacturers information*
- *Price*
- *Delivery times*

Example of a “Full client specification”

Type of product	Manufacturer	Product code	Dimensions	Colour	Finish	Quantity	Price	Delivery time
Double oven	Neff	XVZ1234	H587, W594, D550	Black	Gloss	1	£750	8 weeks
Kitchen Unit	Ash Select	003240	H720, W800, D570	Ash	MFC	8	£112	5 weeks
Microwave	Whirlpool	VT2561X	H285, W521, D320	St. Steel	Brushed	1	£149	2 days
Etc...								

Type of product	Manufacturer	Product Code	Colour & Dimensions (mm)	Finish	Quantity	Order date	Overall price	Deposit paid	Balance to be paid	Delivery time	Delivery due date
Kitchen Furniture & Appliances											
Cabinet door	Howdens 01582 598536	701	Tewkesbury White to fit unit	Veneered white	7	02/11/11	£280.00	In Full	n/a	7 days	09/11/11
Glass cabinet door	Howdens 01582 598536	700	Tewkesbury White w500 h1182	Veneered white	4	02/11/11	£160.00	In Full	n/a	7 days	09/11/11
Double glass wall unit	Howdens 01582 598536	714	Tewkesbury White w100 d290 h1182	Veneered white	2	02/11/11	£250.00	In Full	n/a	7 days	09/11/11
Double base unit	Howdens 01582 598536	703	Tewkesbury White w100 d600 h890	Veneered white	2	02/11/11	£250.00	In Full	n/a	7 days	09/11/11
Double base unit for sink	Howdens 01582 598536	702	Tewkesbury White w500 d600 h890	Veneered white	1	02/11/11	£175.00	In Full	n/a	7 days	09/11/11
Base unit for bin	Howdens 01582 598536	705	Tewkesbury White w500 d600 h890	Veneered white	1	02/11/11	£70.00	In Full	n/a	7 days	09/11/11
Dummy corner unit (includes 2 front panels w200)	Howdens 01582 598536	362	Tewkesbury White w500 d600 h890	Veneered white w760 d1080 h890	1	02/11/11	£110.00	In Full	n/a	7 days	09/11/11
Decorative plinth	Howdens 01582 598536	712	Tewkesbury White continuous 3 metres	Veneered white	3	02/11/11	£180.00	In Full	n/a	7 days	09/11/11
Decorative end panel	Howdens 01582 598536	960	Tewkesbury White w200 h1182	Veneered white	1	02/11/11	£35.00	In Full	n/a	7 days	09/11/11
Microwave	LG 0844 561 1234	B005FW6476	Black w527 d472 h390	Gloss	1	09/11/11	£279.95	In Full	n/a	3-5 days	14/11/11
Fridge Freezer	Hotpoint 0116 2600716	90170-BK	Black/Chrome w700 d720 h1792	Gloss	1	08/11/11	£635.00	In Full	n/a	3-5 days	13/11/11

Type of product	Manufacturer	Product Code	Colour & Dimensions (mm)	Finish	Quantity	Order date	Overall price	Deposit paid	Balance to be paid	Delivery time	Delivery due date
Kitchen Furniture & Appliances											
Worktop for all work surfaces	Berwyn Slate 01792 851700	Welsh slate worktop	Blue-Black w620 d4600	Slate	1	02/11/11	£6499.00	£3500.00	£2999.00	7 days	09/11/11
Worktop for kitchen island & breakfast bar	Berwyn Slate 01792 851700	Welsh slate worktop	Blue-Black w1710 d1140 h890	Slate	1	02/11/11	£3499.00	£1499.00	£2000.00	7 days	09/11/11
Kitchen Mixer	Aston Matthews 020 7226 7220	Trad - 0789	Silver w23 d337 h400	Chrome	1	04/11/11	£284.68	In Full	n/a	3-5 days	09/11/11
Double Belfast Sink	Shaws of Darwin 01254 775111	SCSH900	White w900 d460 h229	Ceramic	1	04/11/11	£537.34	£300.00	£237.34	3-5 days	09/11/11
Recycling Bin	John Lewis 08456 049 049	82269708	Silver w440 d280 h550	Stainless Steel	1	10/11/11	£89.99	In Full	n/a	3-4 days	14/11/11
Dishwasher	Siemens 01276 696000	SR65T080GB	Black w600 d600 h845	Gloss	1	09/11/11	£483.00	In Full	n/a	3-5 days	13/11/11
Cooker	Rangemaster 0870 789 6110	493047	Black w1100 d600 h925	Gloss	1	08/11/11	£1999.00	In Full	n/a	3-6 days	13/11/11
Splashack	Rangemaster 0870 789 6110	491347	Black w110 d7 h679	Chrome	1	08/11/11	£179.00	In Full	n/a	3-6 days	13/11/11
Hood Extractor	Rangemaster 0870 789 6110	483590	Black w1100 d490 h735- 1020	Chrome	1	08/11/11	£499.99	In Full	n/a	3-6 days	13/11/11
T bar cabinet handle	John Lewis 08456 049 049	69812403	Silver	Brushed Nickel	9	05/11/11	£68.91	In Full	n/a	3-4 days	09/11/11
Island & Breakfast bar (bespoke)	Howdens 01582 598536	723	Tewkesbury White w1710 d1140 h890	Veneered White	1	02/11/11	£1650.00	£825.00	£825.00	7 days	09/11/11

Type of product	Manufacturer	Product Code	Colour & Dimensions (mm)	Finish	Quantity	Order date	Overall price	Deposit paid	Balance to be paid	Delivery time	Delivery due date
Kitchen Furniture & Appliances											
Breakfast bar stool	Allegro 0117 330 2277	AllegroDS	Black w450 d470 h610- 820	Leather	4	10/11/11	£359.96	In Full	n/a	3-5 days	14/11/11
Lighting & Electrical											
Fluorescent strip light	John Cullen 020 7371 9000	L306021	Warm White w893	Glass	2	09/11/11	£110.00	In Full	n/a	3-5 days	14/11/11
Low Energy Downlight	Lighting Direct 0843 317 7824	5834	Silver	Stainless Steel	5	09/11/11	£179.95	In Full	n/a	3-5 days	14/11/11
Analise 5 arm chandelier	John Lewis 08456 049 049	149488	Silver & Clear	Steel & Glass	2	09/11/11	£320.00	In Full	n/a	3-4 days	14/11/11
Under cabinet lighting	John Cullen 020 7371 9000	TR40012	Silver	Stainless Steel	4	09/11/11	£100.00	In Full	n/a	3-5 days	14/11/11
2 Gang light switch	ScrewFix 0500 41 41 41	6336	Silver	Polished Chrome	1	11/11/11	£21.06	In Full	n/a	2-3 days	14/11/11
3 Gang light switch	ScrewFix 0500 41 41 41	6337	Silver	Polished Chrome	1	11/11/11	£31.11	In Full	n/a	2-3 days	14/11/11
Double power point	ScrewFix 0500 41 41 41	77308	Silver	Polished Chrome	4	11/11/11	£66.88	In Full	n/a	2-3 days	14/11/11