

UCSB – Tangram Project Protocol

Use UCSBadmin@tangraminteriors.com and include (UCSB – Project Location) in Subject line.

Reach out to Breanne to schedule an on-site visit to review the space and project details.

Review <https://www.steelcase.com> to get inspired and browse product.

Before Design Consultation Please provide:

- Main Contact Name, Phone Number and Office Location.
- Location of Project.
- Contact information for all decision makers.
- CAD file is available.
- Brief overview of Project Description
- Timeline

Upon Design Consultation: (books a week in advance)

- Be prepared to discuss project needs (i.e. Occupancy, function, aesthetic of space)
- Decision Makers present.
- Make aware any “non” Tangram items that will be included in the scope of work. (i.e. adding keyboard trays, mounting televisions, moving existing furniture, etc.)

Design Process: (1-2 weeks)

- Review initial Design Version 1 and Budgetary Quote.
- Provide feedback regarding Design Layout and Finishes. At this time if we feel it is necessary we will schedule a Zoom call with Design for live revisions.
- Once Design has FINAL approval it is sent out for Audit (this takes 1-2 business days)

Quoting and Placing the Order:

- When quote and final design have gone through audit quote will be sent out for approval.
- Approve quote to be uploaded into Gateway for processing.

(upload requests made later than 4:00pm will be uploaded the next business day)

Preparing for Installation:

- Product eta estimates 3-5 weeks
- Angella will reach out regarding eta and getting install scheduled. (please provide any additional contacts for installation purposes at this time)
- On installation day have space **free and clear**.
- Provide any additional information to installers upon their arrival.

After installation:

- Please provide feedback on how installation was executed via UCSBadmin@tangraminteriors.com

