

MELISSA MEANS INTERIORS

MMMI

DESIGNER TO DESIGNER
SERVICES

PHILOSOPHY

DESIGNER TO DESIGNER SERVICES

“If you deprive yourself of outsourcing and your competitors do not, you’re putting yourself out of business.” – Lee Kuan Yew

Seamlessly scale your team and flourish with outsourced talent. We believe that beautiful and functional design comes from collaboration. With MMI, we take on the tasks that might get in the way of your workflow. Do what you do best and outsource the rest

www.melissameansinteriors.com
[@melissameans.interiors.vda](https://www.instagram.com/melissameans.interiors.vda)

@melissameans.interiors.vda

WHO WE ARE

Hello! My name is Melissa. I have worked in the design industry for over 8 years and received my Interior Design degree in San Diego, CA. In addition to serving fellow interior designers all over the United States and Canada, I also run an interior design business of my own in North County San Diego as well as virtual.

I specialize in all areas of design although my specialty is construction drafting, custom built-in design, space planning and kitchen/bath design.

I have a small (but mighty) team of 3 to assist you in various areas of your design business.

Additionally, I am the creator of the first Virtual Design Assisting networking group called the VDA LabCollab and have a growing number of members from all over the world.





collaboration w/ HIDE Studio in Encinitas, Ca
(Space planning, sourcing, 3D modeling)

I started my VDA business in 2020, right when the Covid-19 pandemic began. I noticed that despite businesses taking a pause due to uncertainty, the design industry was BOOMING as everyone began spending more time at home. Because of the global pandemic, it was challenging for designers to take on new hires although they were flooded with business. That was my little "ah-ha" moment. Why not create a service where designers can outsource work, without the overhead and responsibility of hiring an in-house employee?

Personal design project through MMI



OUR STORY

@reallygreatsite

OUR TEAM

Our team of experts are here to take the load off your busy work schedule and execute those tasks head on!

Free up your time so you can focus on what's important - Your CLIENTS!



Melissa Means

FOUNDER & DESIGNER

Kira Young

DESIGNER



Antonia Ligeti

*RENDERING ARTIST &
DRAFTER*

Collaboration with MakeHouse Designs in San Diego, Ca
(Space planning, construction drafting, 3D modeling)



WHY HIRE A VDA?

- You are overwhelmed with time consuming tasks that are taking away from your design time and client communication
- There are specific tasks that you don't enjoy doing (such as drafting, sourcing, etc.)
- You want to up your presentations and have more professional deliverables for your clients and contractors
- You lack skills in CAD software
- You feel like you're spinning your wheels sometimes and wish you had another designer to consult for additional feedback, ideas and/or alternative solutions
- You won't have to worry about costly overhead of hiring an employee



SOLUTION

We are a "only use us when you needed us" type of business. We get it. In this industry, some months can be busier than others. Our services are the perfect solutions to your workflow because you aren't committed to a specific amount of hours nor do you have to worry about the costly overhead of hiring a design assistant or junior designer. And that saves you MONEY HONEY!



DESIGNER TO
DESIGNER SERVICES



SERVICES

- 1:1 Design Consulting (we serve as an extra set of eyes on your project and provide additional solutions / provide feedback)
- Floor plans
- Construction plans
- Elevations (standard and rendered)
- Specification schedules
- Space planning (kitchen and bath)
- Space planning (construction)
- Furniture layouts
- Custom built-in design
- Concept development
- 3D modeling
- Realistic renderings
- Lighting plans
- Product sourcing
- Content creation (branded tear sheets, business welcome packages, etc.)

(In Person Services for Local Designers (\$40 travel fee will added to invoice):

- Project installation
- Project styling for photoshoots
- Sourcing assisting (we tag along to showrooms with you and serve as your personal design assistant)
- Site measure assisting



HOW WE OPERATE

Onboarding

Our onboarding process is SO simple. Following our initial discovery call, we will send over our contract and set you up with an organized GoogleDrive folder where you can simply drag and drop all of the crucial information about your project. Our GoogleDrive will be the hub of all project info, copies of submitted presentations and up-to-date working files.

We also accept deliverables through email and we can handle the project organization.



HOW WE OPERATE

Deliverables from you

Our request for deliverables vary depending on the scope and task.

Below is a general list of deliverables to plan for when submitting a new project to us. These will also be categorized folders in our shared GoogleDrive so you can easily drag and drop this information for us and can serve as your "deliverables list".

- Your company logo
- Project info/name/client address
- Before images
- Concept boards you may have submitted to the client (if necessary)
- Pinterest, Houzz or other links that might have inspirational imagery for your project (if necessary)
- On-site measurements
- Hand sketches of design ideas for your project
- Project scope/client needs
- Final or preliminary specifications (if you have already selected them)



HOW WE OPERATE

Nitty Gritty

Hours of Operation:

Our office hours are from 8:30am-2:30pm
Monday-Thursday

Preferred Communication:

We would greatly appreciate if most communication is done through email. Video or phone conferencing may be scheduled and requested through our online booking system link

[Booking Link Here](#)

✉ hello@melissameansinteriors.com

Fees and Invoicing:

We bill all of our services at an hourly rate of \$80 *per hour*. This includes any design meetings via phone call or video call (excluding discovery call). For local in-person services, we add an additional \$40 *travel fee*.

We submit our invoices every 1st and 15th of each month. Invoices may be paid via our online portal although there will be a 2.9% processing fee. If you wish to avoid that processing fee, we also accept Zelle payments or mailed checks made out to Melissa Means Interiors.

Delivery

We request for our designers to provide us with at least one week notice. For new clients, we request at least a week and a half for our first project together.



Thank you for your inquiry and
considering working with us

LET'S CHAT!

[Book Your Discovery Call](#)

(619) 708-7454
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