**SELF-CONSULTATION FORM**

**Please provide your contact details:**

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| **NAME:** | **EMAIL ADDRESS:** |
| **PHONE NUMBER:** | **MOBILE NUMBER:** |
| **SITE ADDRESS:** | **INVOICE ADDRESS:** |

|  |  |
| --- | --- |
| **RANGE:** Ultra / Affinity / Key Studio / Belle / Temple Folly / Suffolk Barn / Classic |  |
| **SIZE:** |  |
| **WHAT DO YOU PLAN TO USE YOUR BUILDING FOR?** |  |

**STEP 1: Create a sketch to show the layout of your garden and your SMART buildings configuration**

To include:

~ Layout of your garden

~ Position of the garden room

~ Measurements of site

~ Fuse board position in your house/garage

~ Door type(s) and locations

~ Window types and locations

~ Socket locations (each location supplied with 2 x double sockets as standard)

~ Internal partition wall and door locations (if required)

~ External light locations (if required)

~ Decking location (if required)

**Example below - this can be hand drawn or created on a computer.**



**Tips for planning your layout:**

* Stand in the chosen position of the garden room in your garden and think about where you want your view to be when you are inside it.
* Start by designing the inside first, think about where you want your desk/furniture etc.
* Once you have done this, the best positions for the doors and windows should become clear.
* Don’t forget ventilation - a lot of floor to ceiling glass looks nice, but ensure you add a few opening windows to get some air flow.
* We recommend a minimum gap of 500mm to all boundaries for all buildings under 15sqm, and 1m for all those over 15sqm.

**STEP 2: Other areas to consider**

|  |  |
| --- | --- |
| **PORTICO POSITION (Applicable to Ultra/Affinity):** Front / left / right / No portico |  |
| **CANOPY (Applicable to Affinity - please specify if open or solid back wall):**1m / 2m / 3m / 4m |  |
| **ROOFLINE:** Hidden / Monopitch / Viewline / Lowline / Highline / Cantilever |  |
| **UPVC DOOR(S) AND WINDOWS FINISH:**Black / Anthracite Grey / White / Cream / Oak / Chartwell Green |  |
| **INTERIOR LIGHTING:**4 bar ceiling mounted spotlights / recessed LED downlights |  |
| **EXTERIOR COLOUR (Belle, Temple Folly, Suffolk Barn and Classic):**Brick / Shale / Mallard / Sea Foam Green / Island Breeze / Chamois / Black flood / Clunch / Oxford Stone / Purbeck Stone / Ball Green / Cinder rose / Green Blue |  |
| **INTERIOR FINISH:**Popular 1 / Popular 2 / New England 1 / New England 2 / Aspen / Flush |  |
| **FLOORING:**LAMINATE - White Oak / Grey Oak / Light Oak / Medium Oak / Dark oakCARPET - Forest Green / Moorland Spring / Anthracite / Soft blue / SandstormVINYL - Wood effect |  |
| **PARITION WALLS:**Wall with no internal door / wall with hinged internal door / wall with sliding internal sliding door |  |
| **HEATING:**Thermostatically controlled portable radiator / underfloor heating (with laminate flooring only) / Wall mounted heater / Climate control (heating and cooling) |  |
| **EXTERNAL LIGHTING (Please specify if motion sensor required):**Puddle lighting in portico or soffits / contemporary lights / drop lanterns / bulkhead lights - With or without a motion sensor. |  |
| **OPTIONAL EXTRAS:****WHITE ‘CLIP-IN FRAME’ VENETIAN BLINDS****BURGLAR ALARM****DECKING (1 .5m deck to front as standard)****DECK LIGHTS****WATER BUTT (250L / 100L slimline)****BLUETOOTH SPEAKERS****WIFI CONTROLLED LIGHT SWITCHES****(DESKS AND FURNITURE CURRENTLY UNAVAILABLE)** |  |

**STEP 3: Groundworks**

|  |  |
| --- | --- |
| Do you require SMART to carry out any site clearance e.g removal of patio, removal of shed? |  |
| Do you require SMART to install a suitable base? |  |
| Do you require SMART to organise a skip for any clearance? |  |

If you prefer to use your own contractor to lay the base, then we can provide you with our specification.

**STEP 4: Electrics**

|  |  |
| --- | --- |
| Do you require SMART to carry out the electrical connection? |  |
| Do you require SMART to install a CAT6 internet connection (WiFi extenders also available)? |  |

If you prefer to use your own electrician, then we can provide you with our specification.

**STEP 5: Site photos**

**Once you have completed this form and created your layout sketch, please return it to us along with** **photos or a video showing:**

~ The front of your house clearly showing where our vans can park

~ The route from the front of your house to the installation site

~ The location you wish to install the building in the garden

~ Your fuse board (open with fuses on show) clearly showing its location

Please email your completed form to: contactus@smartgardenoffices.co.uk

We suggest that the videos or images are sent via the free ‘WeTransfer’ service to the above email address: <https://wetransfer.com>.

Once we have received your completed form and photos/video, we will be able to provide a fully itemised quotation within 1-3 working days.

We do hope that we can be of assistance in creating your perfect garden room but if you do require any assistance in completing your self-consultation form, please do not hesitate to get in touch, you can reach us on 01359 271942 or contactus@smartgardenoffices.co.uk.

We look forward to hearing from you.

**The Team at SMART**