



# Welcome Guide

Support for Architects and Interior Designers

WEB:

[info@daniela-cevallos.com](mailto:info@daniela-cevallos.com)

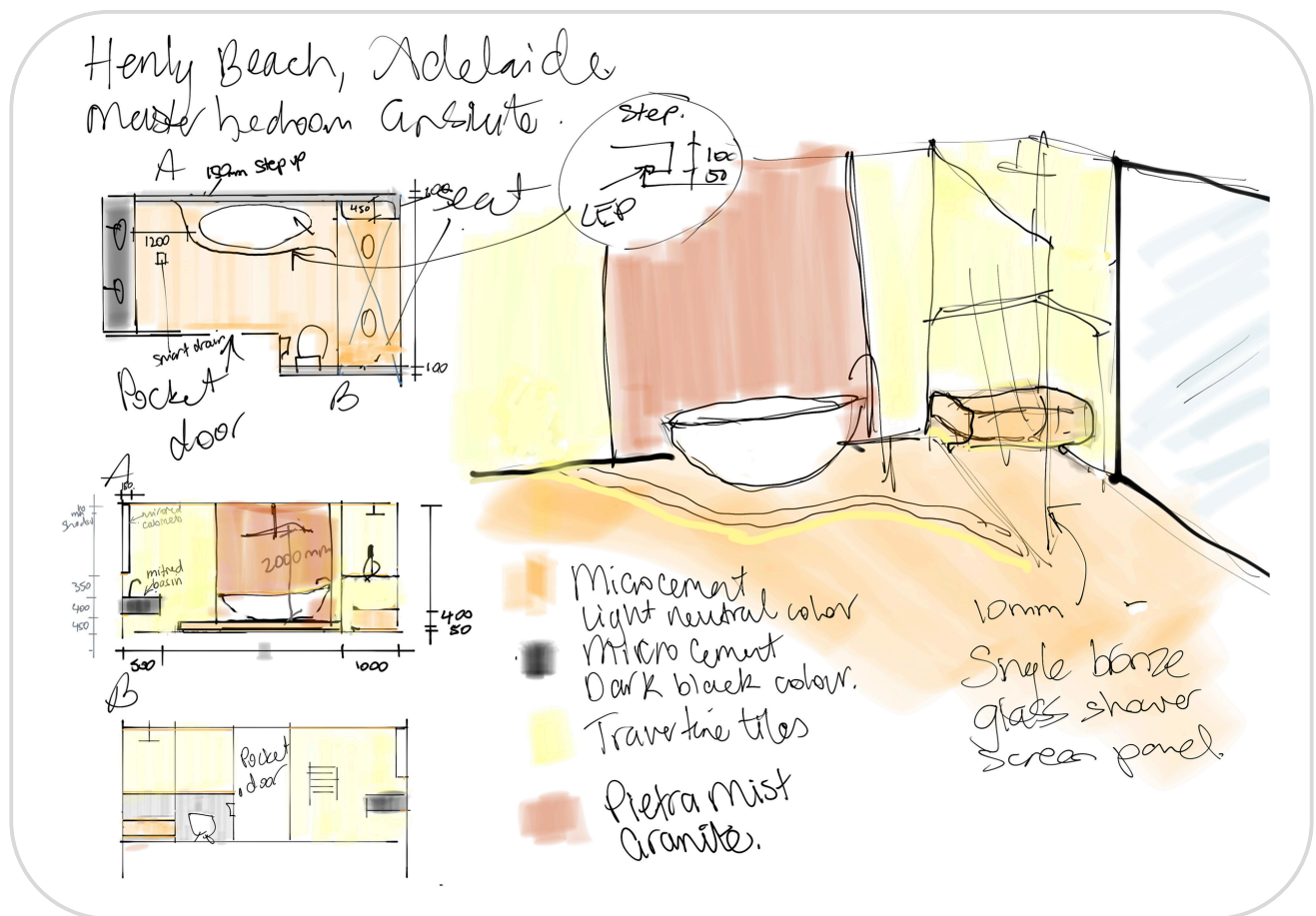
[daniela-cevallos.com](http://daniela-cevallos.com)

# Before you start

Hello,

Thank you for trusting me to support your design process. This service was created with professionals like you in mind: Architects and Interior Designers who need an expert hand to translate their ideas into client-ready plans, renderings, and presentations.

My goal is for you to focus on what you love designing, while I take care of the technical and visual development. This guide contains all the information you need to understand the process, deliverables, timelines, reviews, and terms of service.



# Hello! Have we met?

I am an Architect specialized in Interior Design from Venezuela, currently based in Buenos Aires. For the past seven years, I have focused on creating functional and personalized designs that enhance my clients' quality of life. From transforming interiors to designing custom furniture, I bring a thoughtful approach tailored to each project's needs.

I love connecting with my clients to uncover their needs, dreams, and the unique stories their spaces should tell.

Together, we create designs that are not only beautiful but also deeply meaningful.



## My values

### 1 Communication

I clearly express ideas and visions, and I have the ability to thoroughly understand design needs, answer key questions, and easily align expectations.

### 2 Creativity

In order to design new, unique and exciting projects.

### 3 Attention to detail

I can find and correct small details in my designs, so I can deliver a satisfactory project.

### 4 Good customer relations

Trust is the basis of any client/customer relationship. architect. Your trust will allow me to do the best job according to your needs.

# Project Summary

## Service:

Support for Architects & Interior Designers

## Ideal client:

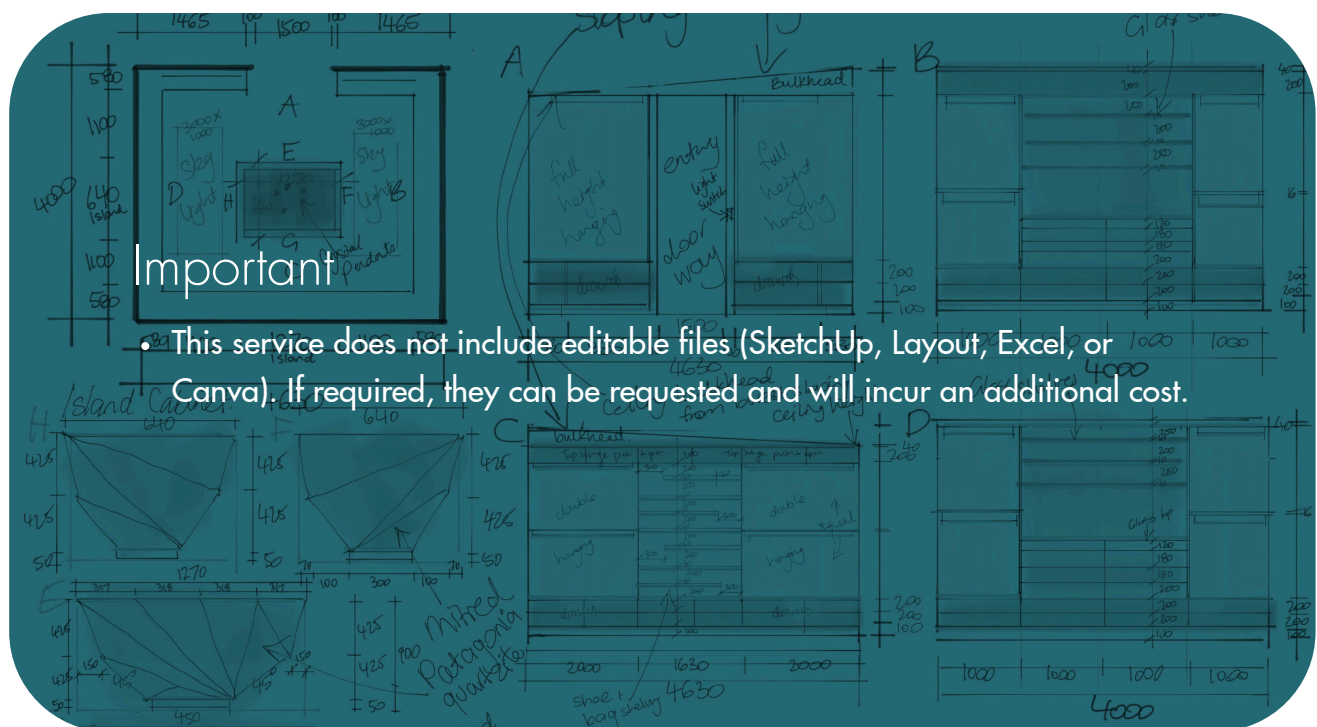
Architects and designers with no time to prepare presentations, plans, and renderings.

## Aim:

Develop the visual, technical, and graphic documentation necessary to present an interior design project in a professional, clear, and effective manner.

## This is what's included:

- Color plans with materials, textures, measurements, and design notes. Plans, elevations, and details by project area are included.
- High-quality professional renderings, as the cover of each space.
- Excel or PDF of Furniture, Accessories, and Equipment with links to furniture, lighting, fabrics, and finishes.
- Final document in PDF format, A3 horizontal size.







## Service Objectives

- Translate your ideas or sketches into clear technical proposals.
- Improve the visual presentation of deliveries.
- Streamline your workflow as a freelancer.
- Ensure that you have complete and organized material to present to the client or execute the project.

[See the full process →](#)

# Project Phases

## 1 Start and gather information

- Plans in DWG (AutoCAD) format. If you only have a PDF plan, an additional fee will be charged for scanning.
- 3D model, preferably in SketchUp, although I also accept .DWG formats.
- Clear and precise sketches of each space.
- Mood board by room and an Excel or PDF file of furniture, accessories, and equipment with links to materials, furnishings, lighting, fabrics, colors, and finishes.
- Specific design requirements, which must be included in conjunction with the sketches.
- Confirmation of 50% down payment

## 2 Technical and visual development

Based on the information received, I prepare the plans and renderings of the project.

Each area will include:

- Architectural plan
- Four (4) elevations
- Furniture plan
- Roof plan
- Main render of the space

**The complete project also includes approximately four (4) specific detail plans.**

## 3 Review and adjustments

Two (2) rounds of review are included.

Applications must be submitted:

- In a single message per round
- In a PDF document
- With a clear list of changes
- Accompanied by sketches for space

**Major changes or changes outside the initial scope (new concept, redesign, style) are considered additional and will be quoted separately.**

## 4 Visualization and renderings

I will generate high-quality render views showcasing materials, lighting, and volume.

These images provide a clear and realistic visualization of the design.

**This phase includes one (1) revision round for minor adjustments..**

## 5 Final delivery

Once the content is approved, I develop the detailed drawings, the final organizational file, and organize all the material into a Google Drive folder.

You will receive the complete and updated final PDF with all project deliverables.

# Deliverables

PDF document in A3 horizontal format with:

- Architectural, furniture and roof plans
  - 4 elevations per room
  - High quality renders
  - Technical details (up to 4 plans)
  - Google Drive folder with the material sorted by date and phase.
  - Excel or PDF of Furniture, Accessories, and Equipment with links to furniture, lighting, fabrics, and finishes.
- | Editable files (.skp, .layout, .excel, .canva) are not included by default. If you need them, you can request them and they will be delivered for an additional charge.

# What do I need to get started?

Help yourself with this list by checking off the items you've already done and carefully reviewing the items you still need to do.

- 1 Plans in .dwg format (AutoCAD). If only PDF is available, an additional fee applies for scanning. ☐
- 2 3D model in SketchUp or .dwg. ☐
- 3 Clear sketches with actual measurements. ☐
- 4 Moodboards by space. ☐
- 5 Excel or PDF of Furniture, Accessories, and Equipment with links to furniture, lighting, fabrics, and finishes. ☐
- 6 Specific technical or style requirements. ☐
- 7 50% down payment to reserve the project. ☐

Please send me all this information by email to: [studio@daniela-cevallos.com](mailto:studio@daniela-cevallos.com)



# Tools and Communication

These are the ways in which we can communicate and send information to each other.

## Gmail

For file sharing and progress confirmation.

## Google meet

Follow-up and review video calls.

Meetings: [Google Meet.](#)

## Google drive

Shared folder to organize the project. I'll send you an invitation to your email.

Contact information:



studio@daniela-cevallos.com

Working hours:



Monday to Friday 10am to 6pm  
(GMT-3) Buenos Aires, Argentina

Preferred contact method:

Via email

Response time:



4 to 6 hours, except weekends.



# Frequently Asked Questions

## Can I send you my sketches or initial ideas for you to develop?

Yes. I can work from sketches, references, PDFs, or mood boards. From that material, I develop the 3D model, plans, or technical details you need.

## Can you adapt to the presentation style or template I use in my studio?

Yes. I can work with your existing templates (Layout, AutoCAD, SketchUp) or adapt my own to maintain the aesthetics and graphic standards of your studio.

## What if I need deliverables urgently or by a specific date?

I can work within tight deadlines as long as it's agreed upon beforehand. Urgent projects may incur an additional charge depending on their complexity and the required timeframe.

## Do you sign NDAs or confidentiality agreements?

Yes, I can work under an NDA if required by your studio or manufacturer.

## Can I build furniture with these plans?

Yes, but all materials provided (plans, sketches, recommendations) are for design and advisory purposes only.

All plans will bear the following note:

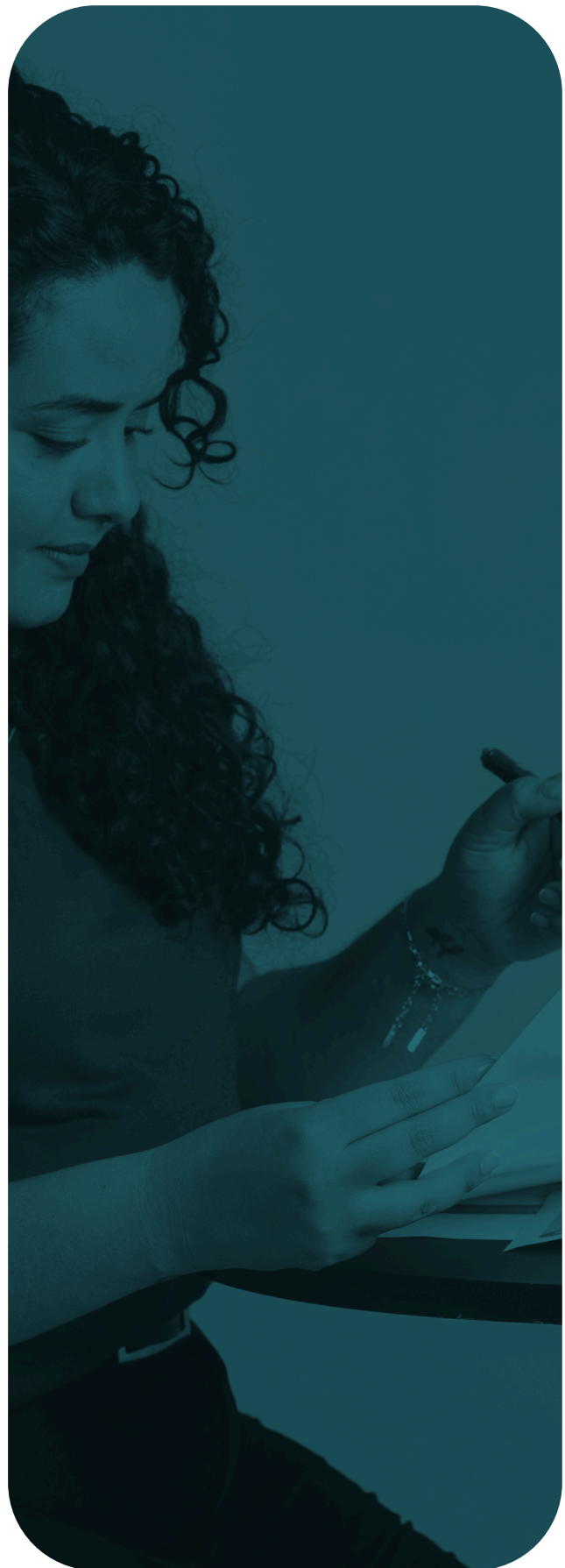
Note: All designs are subject to the builder's approval prior to any work being carried out on the site. All joiners and bricklayers must perform their own final verification measurements before beginning fabrication of the project. These design drawings provided are interior design illustration drawings, intended to illustrate our designs only, and are not working drawings for use on-site by any professional. Please refer to the architect's or builder's drawings to confirm dimensions. These design drawings are based on the floor plans and .dwg files received from the architect on-site. All professionals and builders must perform their own verification measurements after demolition, prior to carrying out any work, or before placing any fabrication orders, to ensure accurate measurements in millimeters. All professionals must follow the installation guides for all appliances, fixtures, and hardware found in the web links provided in the work program. Daniela Cevallos Architecture & Interior Design is not responsible for any work performed by builders or tradespeople.

## Can I order editable files?

Yes, but they're not included by default. You can request them for an additional cost.

## Where can I see your portfolio?

You can visit my [portfolio](#) and take a look at several of my projects.



# Terms and Conditions

In this section you will find everything you need to know when hiring me.

## Revision

Two (2) rounds of revisions are included. During the visualization and rendering phase, one (1) revision is allowed. Major changes or changes outside the initial scope (new concept, redesign, styling) are considered additional and will be quoted separately.

## Acceptance and/or approval

The project is considered accepted and/or approved once delivery is complete.

No subsequent modifications or claims may be made.

The project is considered complete when the deliverables are sent to the email address provided.

## Intellectual property

Projects may be used for promotional and non-commercial purposes (website, social media, portfolio), provided the confidentiality of the person who contracted the service is maintained.

## Service delivery

The entire service is provided 100% digitally.

Files will be delivered via email and Google Drive.

## Cancellation

If you decide not to continue after Phase 1, the initial 50% is non-refundable. I'll give you what you've earned so far.

## Physical execution of the project

The service is limited to design and consulting, and does not include construction management or execution supervision.

## Misuse protection clause

The design may not be modified, resold, or used without express authorization. Failure to comply may result in legal action.



## Payments

- 50% down payment upon acceptance of the financial proposal. This payment confirms the contract for the service and initiates the project.
- 25% intermediate, once the general design has been approved and before beginning the final plans + renderings phase.
- 25% final, upon complete delivery of the project.

## International payment methods

All invoices are issued in USD. For international clients I currently accept:

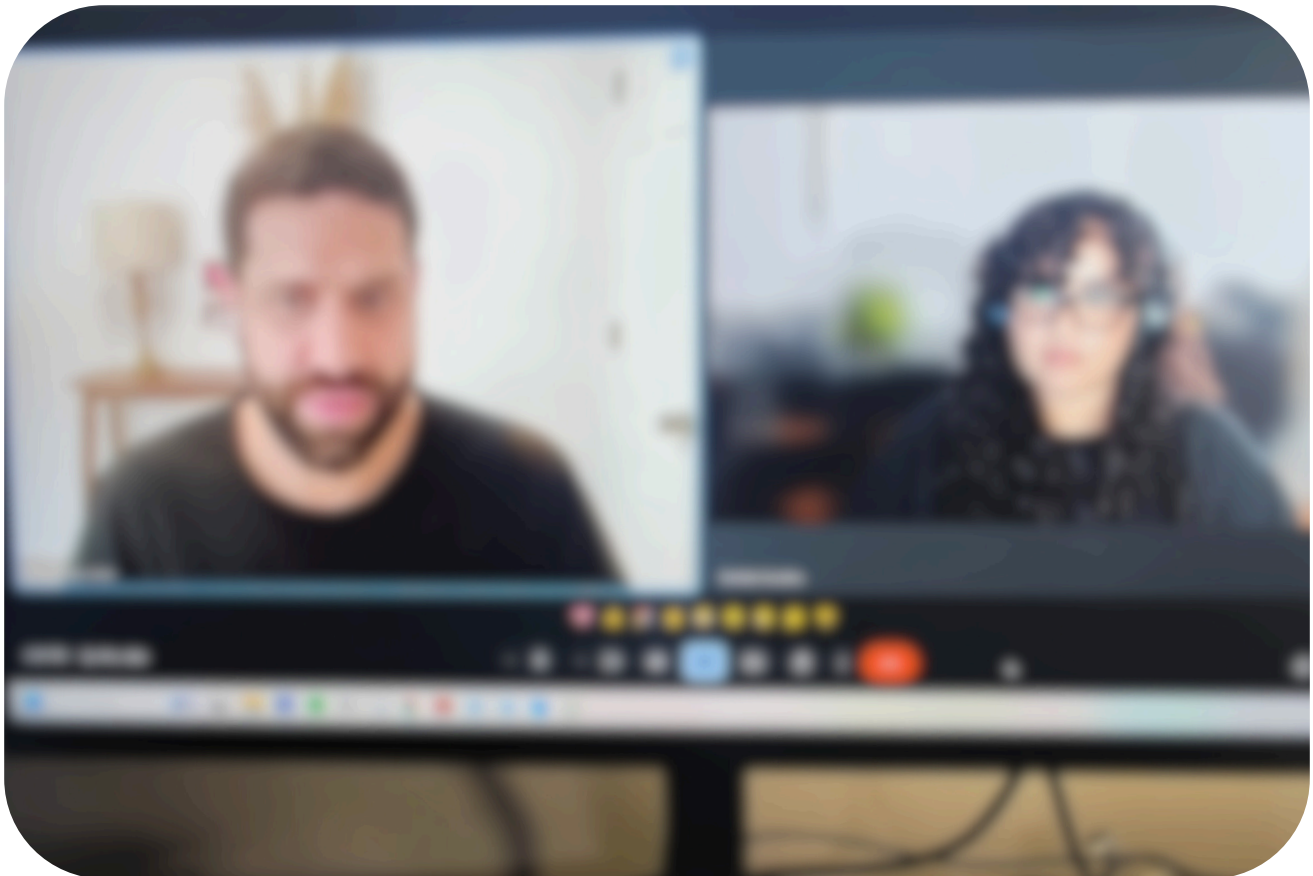
- PayPal – payment by card or PayPal balance (a 15% processing fee applies).
- Wise – bank transfer using my AirTM USD account details (recommended option, lower fees).
- AirTM – direct USD transfers through the AirTM platform.

I will send you the transfer details via email once you confirm the payment method.

**Any delay in payments may affect delivery times or temporarily suspend the project.**

# Next steps

- 1 Take the time to read the contract and ask any questions you may have.
- 2 If you're aligned with my approach and excited about this process, you can schedule a free call with me using this link:  
[!\[\]\(a22ba4e13c745edbf29e51af246c4c12\_img.jpg\) Discovery Call](#)
- 3 Wait for my confirmation and get ready to start working with me on this exciting project.





# Let's get started!

Thank you for trusting me to accompany you in this project.

I'm here to help you present your ideas professionally, taking care of every technical and visual detail. If you have any questions about anything, don't hesitate to contact me.



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 **DANIELA CEVALLOS**  
Architecture & Interior design