

Process Flow of Design and Supervision Work

Process	Description	Cost
Interview Initial Discussions	For a building project, we collate customer requirements, building details, requests, preferences, and budget to organize a plan for completion.	
Basic Plan	We conduct a site survey and consult building-related law and regulations. We then draw up a basic plan based on our initial discussions. The basic plan includes 3D perspective drawings and floor plans. At this point we make an approximate cost estimate.	100,000 yen (Presentation fee) If we proceed to the next stage, the payment begins at the time of a contract.
Design Supervision Contract	In order to proceed to the next stage of the process we sign a "Design Consultation Service Outsourcing Contract" (A design and supervision fee is approximately 10% of the entire project cost).	The first payment is 50% of the design and supervision fee.
Basic Design	We put together the basic design drawings, and prepare the application for the building certification. We outsource a professional for survey of the area as necessary. (The fee for this is extra.)	Building certification application fee; to be paid to the examination organization)
Detailed Design	From the basic design, we arrange detailed drawings and cost estimates. If there is a large design change at this point, it is separately included in the quotation.	25% of the design and supervision fee
Contract with Builders	We sort and assign builders, and provide cost quotations. The client enters the agreement with the builders.	
Start of Construction and Supervision	When construction starts, we supervise the construction site accordingly. We are able to make arrangements with the workers at site as well as with the client for a smooth operation.	Intermediate examination fee (To be paid to the examination organization)
Work Completion	We check for any problems, and the building undergoes a completion examination. After the building passes the examination, it is made available to the client.	Completion examination fee (To be paid to the examination organization) • 25% of the design and supervision fee

NOTE:

- For renovation, the building certification and/or examinations are not always required.
- The design and supervision fee includes the documentation of application for improved accessibility or the work for following townscape ordinance.