

IV EXPECTATIONS OF THE DESIGN PROFESSIONAL

How do you feel about other design professionals with whom you've worked?

Questions:	Responses:

With what other design professionals are you also talking?

Questions:	Responses:

What particular kind of firm do you have in mind?
(Local/National, Large/Small, Innovative/Conservative)

Questions:	Responses:

In what ways do you expect me to compete?
(track record, price, etc.)

Questions:	Responses:

What preferences do you have regarding fee structure?

Questions:	Responses:

What time frames have been established for awarding the contract?

Questions:	Responses:

What is the estimated dollar amount involved?

Questions:	Responses:

SUMMARIZE

V RESPONSE TO THE CLIENT

Promise of a summary letter:	When will it be delivered?	
	How will it be delivered?	
Promise of a response:	When will it be delivered?	
	How will it be delivered?	
	Who will deliver it?	
Comments (And/or factual, non-judgemental responses to client)		