



MIJMOJ

Commissioning Guide

Commissioning Guide

For a quick and easy explanation of the MijMoj commissioning process, please read the following step by step guide:



Step 1: Research

The first step is to outline a rough idea of the style, size, colour and function of the furniture piece. Try and collect images from magazines or catalogues of similar styles or products that you like and dislike. This will give us a good starting point to work from.

Step 2: Budget

Consider your budget, how much do you have to spend? This will ultimately affect the choice of materials used, the complexity of the design and the finish that can be achieved. Commissioning a unique piece will inevitably be more expensive than buying a mass produced item from a high street retailer, (because of the amount of work involved) but we believe the benefits clearly outweigh the cost!

Step 3: Briefing

Before any design work begins, a first consultation meeting will take place ideally in the final intended location of the commission piece to assess the size, proportions and location. This will be an ideal opportunity to discuss rough dimensions, style preferences and colour combinations. At this point you should highlight any likes or dislikes and ideally show a range of images from magazines or catalogues you've collected of similar items, so we can gain a better understanding of your expectations.

Step 4: Design

Once a clear specification has been outlined a series of concept sketches and drawings will be developed to explore various shapes and forms. These ideas will be discussed with you, evaluated and developed further until a final design is agreed. At this point, the approximate production cost of a particular design can be calculated.

Depending on the complexity and size of the project there may be a small design fee charged to cover the cost incurred by MijMoj for research, travel, materials and design development time. Any design fees will be made clear before any meetings or work take place.

Step 5: Proposal

Once the final design, price and time scales are agreed, a written proposal will be drawn up, confirming 1. Dimensions, 2. Materials, 3. Firm final price, 4. Payment terms, 5. Expected start, finish and delivery date, 6. Delivery cost. This ensures that everyone is clear about what is being ordered so there should be no misunderstanding later on.

Step 6: Production

On receipt of a deposit, normally up to 50% of the overall price, the production can be booked into the workshop schedule. The remaining balance will be paid on delivery. For larger projects a staged payment schedule can be negotiated (if required). Depending on the complexity of the project, mock ups of the final design may be developed to evaluate comfort, scale, form and function, prior to cutting the final material. This can be used to identify any problems and 'iron out' any minor issues, helping to avoid any potential 'hick-ups' further down the line.

Step 7: Workshop Visit

Here at MijMoj we welcome clients to visit the workshops whilst the piece is being made just drop us a line to arrange a convenient time. You will be able to see at first hand the great care and craftsmanship that goes into making each piece of furniture. If this is not possible for whatever reason, we will be more than happy to send a progress report to you in the form of images with foot notes via email or post, so you will always have ownership and be kept up to date on progress.

Step 8: Delivery & Payment

On completion, a convenient time and date will be arranged to deliver the finished piece of furniture to you, or for you to pick up from the workshop. Full payment of the outstanding amount will be expected on delivery. Job done, easy peasy!

