



COCO & JACK

BOXED DESIGN WELCOME GUIDE

NICE TO MEET YOU!

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THE PROCESS

1. UPLOAD FILES

Read over the welcome guide, and follow each of the steps to provide us with all the information required. Once you have completed everything, upload your files and the questionnaire.

2. OUR TEAM

Once all your files have been received, our team will work carefully to put together a furniture plan that fits your needs. We will email the plan over to you and wait for approval before we start sourcing any products.

3. SOURCING

Once you've approved your furniture plan, we will begin finalizing all the details, sourcing furniture and accents to fit your aesthetic.

4. SHIPMENT

Watch your mailbox! Within 6-8 weeks we will mail out your boxed room design to you!

5. ARRIVAL

Once you receive your room design, you can sit down and carefully look over all the details. After thinking everything over, you are able to request up to 3 product revisions.

6. PUT YOUR ROOM TOGETHER!

Once you are happy with everything, you are ready to start shopping, and see your room come together!

You'll need to do some of the legwork, but that's half the fun!

CHECKLIST

BEFORE WE CAN BEGIN DESIGNING YOUR SPACE, WE
NEED TO RECIEVE ALL OF YOUR FILES!

- FILL OUT THE QUESTIONNAIRE
- TAKE ROOM MEASUREMENTS
- SHOWING EXISTING FURNITURE YOU WOULD LIKE TO KEEP
- TAKE PHOTOS OF THE EXISTING SPACE
- SHARE YOUR CONCEPT IMAGES WITH US
- UPLOAD ALL YOUR FILES AND EMAIL THEM TO US!

HOW TO FILL OUT

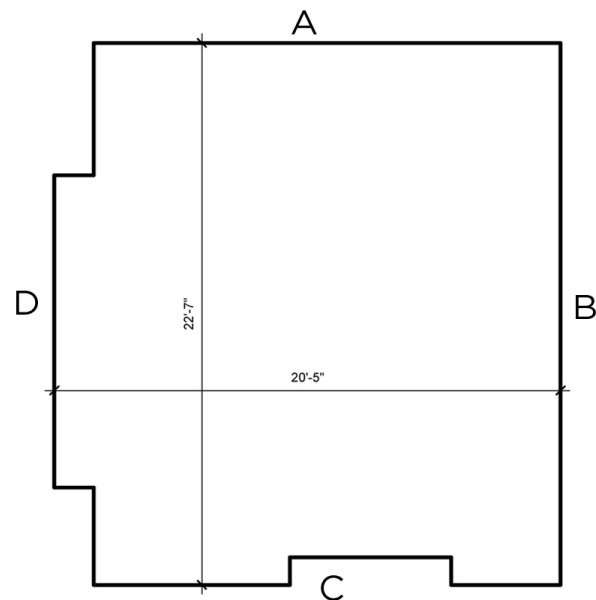
THE QUESTIONNAIRE

THE QUESTIONNAIRE HELPS US TO GET TO
KNOW YOU AND YOUR PROJECT BETTER!

1. GO TO [COCOANDJACK.COM/QUESTIONNAIRE](https://cocoandjack.com/questionnaire)
2. COMPLETE THE QUESTIONNAIRE. BE AS SPECIFIC AS YOU CAN!
3. CLICK SEND TO SHARE YOUR ANSWERS WITH US!

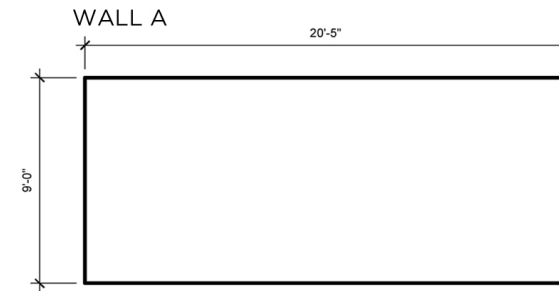
HOW TO MEASURE YOUR SPACE

OUR TEAM WILL USE YOUR MEASUREMENTS TO PUT TOGETHER YOUR FURNITURE PLAN. TO ENSURE EVERYTHING WILL FIT, BE AS ACCURATE WITH THE MEASUREMENTS AS POSSIBLE!



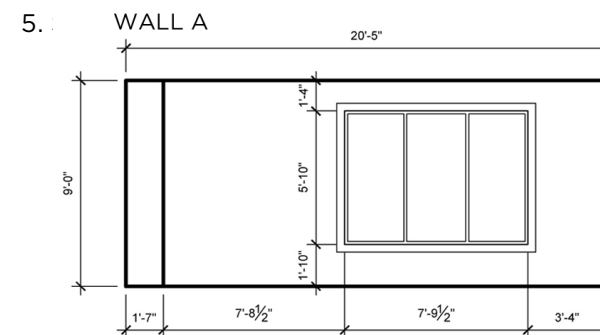
FLOOR PLAN

1. On a piece of paper, sketch out the walls of your room.
2. Measure the length and width of your room and mark it on the floor plan.
3. Label each wall as A, B, C, and D. This will coordinate with their elevations



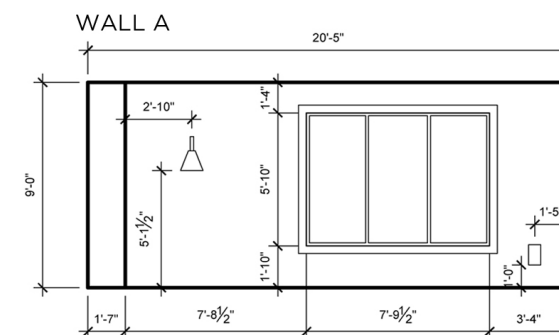
WALL ELEVATIONS

4. Draw each wall elevation and label it wall A, B, C, or D to coordinate with the floor plan.



6. Add in any windows, door ways, built ins, or jogs in the wall.

7. Mark down all the measurements to show their placement. Do not show window and door casing measurements.



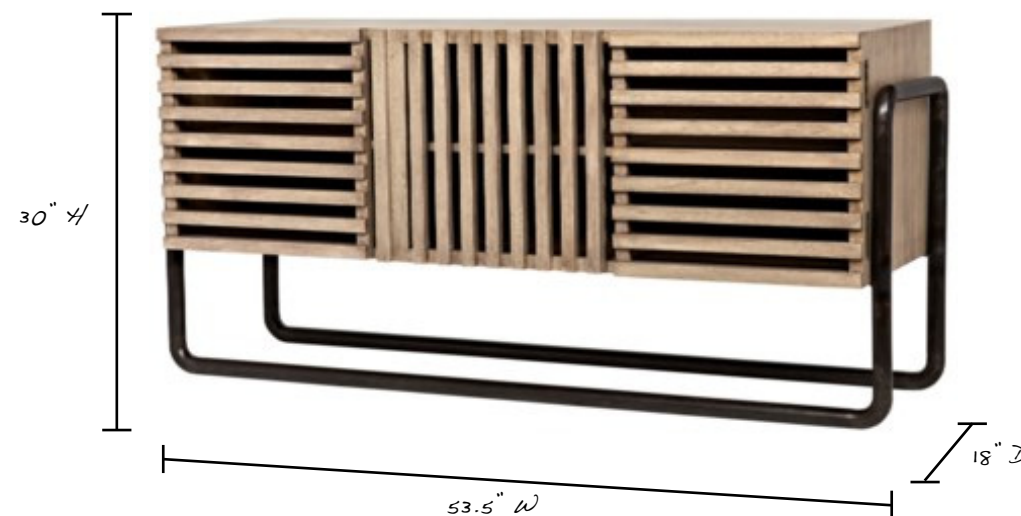
8. Show the placement of any electrical, venting or lighting. Measure and indicate their placement on the

REPEAT STEPS 4-8 FOR WALLS B, C AND D

HOW TO SHOW

YOUR EXISTING FURNITURE

IF THERE ARE ANY FURNITURE OR ACCENT PIECES YOU ALREADY HAVE AND WOULD LIKE INCORPORATED INTO THE DESIGN, WE WOULD LOVE TO USE THEM! SEND US THE INFORMATION FOR EACH PIECE SO WE CAN FIT IT INTO YOUR ROOM!



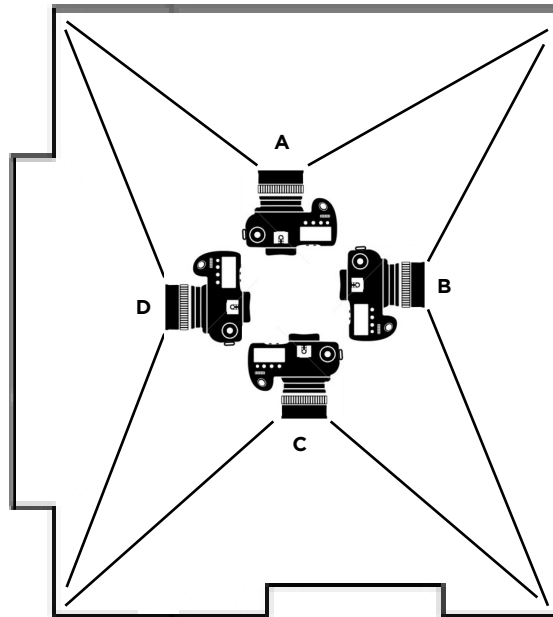
*CABINET
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INCLUDE A PHOTO WITH ITEM NAME, QUANTITY AND MEASUREMENTS FOR EACH PIECE YOU WOULD LIKE INCORPORATED INTO THE DESIGN

HOW TO

TAKE PHOTOS OF YOUR SPACE

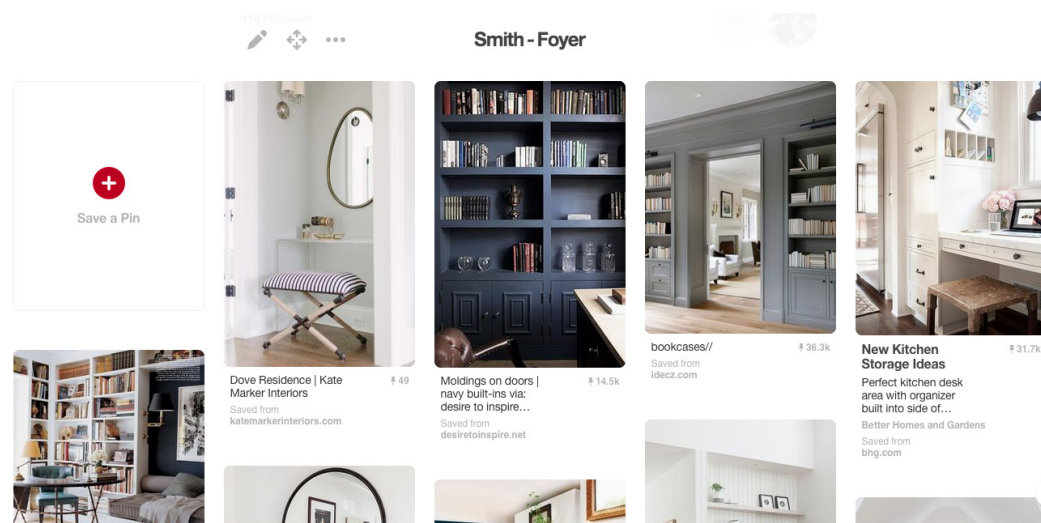
TO HELP US VISUALIZE YOUR SPACE, WE ASK FOR A PHOTO OF EACH WALL. ENSURE YOU GET ALL 4 CORNERS OF THE WALL IN EACH PHOTO



LABEL EACH IMAGE AS A,B,C, OR D TO COORDINATE WITH THE FLOOR PLAN AND ROOM ELEVATIONS

HOW TO SHARE YOUR CONCEPT IMAGES

TO GET A REALLY GOOD FEEL OF YOUR STYLE AND THE DIRECTION YOU WOULD LIKE TO GO IN THE ROOM, WE ASK THAT YOU SHARE 5-10 CONCEPT IMAGES WITH US



1. IF YOU DON'T ALREADY HAVE A PINTEREST ACCOUNT, SET ONE UP AT PINTEREST.COM
2. MAKE A NEW BOARD AND LABEL IT WITH YOUR LAST NAME AND ROOM NAME (EX. SMITH - FOYER) MAKE SURE IT IS PUBLIC!
2. PIN 5-10 IMAGES TO THE BOARD THAT REFLECT YOUR STYLE AND THE FEEL YOU WOULD LIKE IN THE SPACE (THEY DON'T HAVE TO ALL BE INTERIOR IMAGES, YOU COULD USE A TRAVEL OR FASHION IMAGE ETC. AS INSPIRATION!)
3. WRITE WHAT YOU LOVE ABOUT EACH IMAGE IN THE IMAGE DESCRIPTION
4. SHARE THE LINK TO YOUR BOARD IN THE EMAIL YOU SEND TO US ALONG WITH THE REST OF YOUR DESIGN FILES!

HOW TO

SHARE YOUR FILES

ONCE YOUVE COMPLETED ALL THE PREVIOUS
STEPS, YOU ARE READY TO SHARE ALL THE
FILES WITH US SO WE CAN START THE DESIGN!

1. OPEN A NEW EMAIL, AND MAKE THE
SUBJECT LINE YOUR NAME AND THE ROOM
NAME (EX. SMITH - FOYER)
2. WRITE A QUICK MESSAGE LETTING US
KNOW THAT YOU HAVE COMPLETED THE
QUESTIONNAIRE AND ATTACHED ALL YOUR
FILES IN THE EMAIL
3. ATTACH YOUR ROOM MEASUREMENT FILES
IN THE EMAIL
4. ATTACH IMAGES WITH MEASUREMENTS OF
EXISTING FURNITURE IN THE EMAIL
5. ATTACH IMAGES OF THE CURRENT SPACE
LABELED AS A, B, C, OR D IN THE EMAIL
6. SHARE A LINK TO YOUR PINTEREST BOARD
IN THE EMAIL
7. SEND EVERYTHING OFF TO HELLO@
COCOANDJACK.COM

GET IN TOUCH

WE UNDERSTAND THIS PROCESS CAN BE A LITTLE
OVERWHELMING! IF YOU ARE UNSURE ABOUT
ANYTHING, PLEASE CONTACT US BY EMAIL.

HELLO@COCOANDJACK.COM