

# Choosing A Designer Checklist

This checklist has been created for clients who are looking for a designer to work on their own home.

The British Institute of Interior Design (BIID) recommends that anyone looking to work with an interior designer on a project, large or small, should shortlist a minimum of 3 designers/design practices to find the best match for your project.

You can write in the names of each of your shortlisted practices at the top, then go through the questions based on the information they have available on their website and/or that they have provided you with.

Design Practice 1:	Design Practice 2:	Design Practice 3:
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Are they a member of a professional body such as the BIID?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do they have professional indemnity and public liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have they explained how they will charge you for their services, including fees for design work, sourcing and supply of furniture/fixtures and equipment, project administration and site supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do they use a client contract that covers what dispute resolution method you will use if the relationship breaks down, fees and payment schedules etc. The RIBA/BIID Domestic Professional Services Contract 2020: Interior Design Services is available to all designers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have they made clear who or what you will be contracting with? i.e. when you sign the contract, will they sign the contract as an individual freelancer or sole trader or as a limited company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do they have a Privacy Policy in place that explains how they will store and protect your data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do they have a Complaints Policy in place that explains how they deal with client complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do they have an Anti-Bribery Policy in place that explains what processes they have in place to prevent bribery and makes clear that they will declare to their client any payments or benefits they receive from contractors, tradespeople and suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL:</b>			