WtR

workflow

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WORKFLOW
/Quote, material and planning
/Our production process
/Filestage feedback

1. Planning

Dear Client, you will receive a quote from us containing **pricing information, delivery timeline** and **a list of required material**. Please see the two examples to the right. Upon confirmation of the quote, we will provide you with a more detailed project plan outlining the project schedule and agreed on feedback slots. Late feedback will result in the replanning of the project according to our capacity at the time.

2. Required material

Dear Client, to start working on your project, we first need to be sure that we have received all the necessary information connected to the design of the project. All material must be up to date. We expect you to assist us in collecting all the material marked in the quote (see the example to the right) within the requested time. In case of delayed input materials, WtR is not bound to the proposed delivery date from the project quote.

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DELIVERY TIMELINE

Milestone	Date	Notes
WtR is bound to this offer until	09 / 10 / 2020	To accept this quote, please confirm in the Agreement & Conditions section by this date.
Client is obliged to provide all requested input material (listed on next page) by	16 / 10 / 2020	If WtR receives the input material after this date, the production start is void and the delivery timeline is replanned.
Kick-Off meeting with Project Manager	23 / 10 / 2020	All stakeholders meet to discuss input material, project brief, concept, view angles, interior design, character/people selection.
Production start	30 / 10 / 2020	This date is dependent on receiving the input material by the due date.
Stage 1: WtR provides initial renderings	To be determined	Client provides feedback within: 48 hours
Stage 2: WtR provides updated renderings	To be determined	Client provides feedback within: 48 hours
Stage 3: Final delivery	21 / 12 / 2020	Projects with multiple products (CGIs, 360s, animations, etc.) can be delivered at different dates. In this case, the client will assign priorities to the deliverables.

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CLIENT RESPONSIBILITIES

- Client will have 2 **feedback rounds** to comment on the images. Client will be **available for feedback** in accordance with the agreed delivery timeline. One extra feedback round of 1 image, is approximately 1 day of work (8 hours).
- Requests beyond agreed specification and delivery timeline will be charged on a hourly basis. Hourly rate according to agreement: £80

REQUESTED INPUT MATERIAL

- Client will **provide all the input material below** (checkmarked boxes only) so that WtR can produce the requested images:

  - General
    - ☑ Brief for each image (aim or target group, etc.)
    - ☑ Detailed 3D-model (.max, .fbx, .3ds, .skp, .obj)
    - ☐ DWG, PDF architectural elevations and details (pantry, reception, bar, etc.)
    - ☐ DWG floorplan
    - ☑ PDF floorplan
    - ☐ Measurements in actual space - Unless available in 3D model & drawings (ceiling height, window heights, etc.)
    - ☐ Existing image(s) to be retouched
  - Interior
    - ☐ Furnished floor-plate/s (PDF) with furniture placement
    - ☐ Moodboard
    - ☑ General specification of interior materials (flooring, ceiling, doors, luminaire schedule, etc.)
    - ☐ Furniture specification (brand, model, colours and materials)
  - Exterior
    - ☑ General specification of exterior facades (colours, materials, etc.)
    - ☐ Landscape 3D-model and specification (plants, paths, public lighting, etc.)
  - From site
    - ☑ Backplate photographs to be placed as a background in windows or/and terraces
    - ☐ Drone photos
    - ☐ Ground photos (for building 3D-photomatching)
    - ☐ Photos from inside the building should the building exist
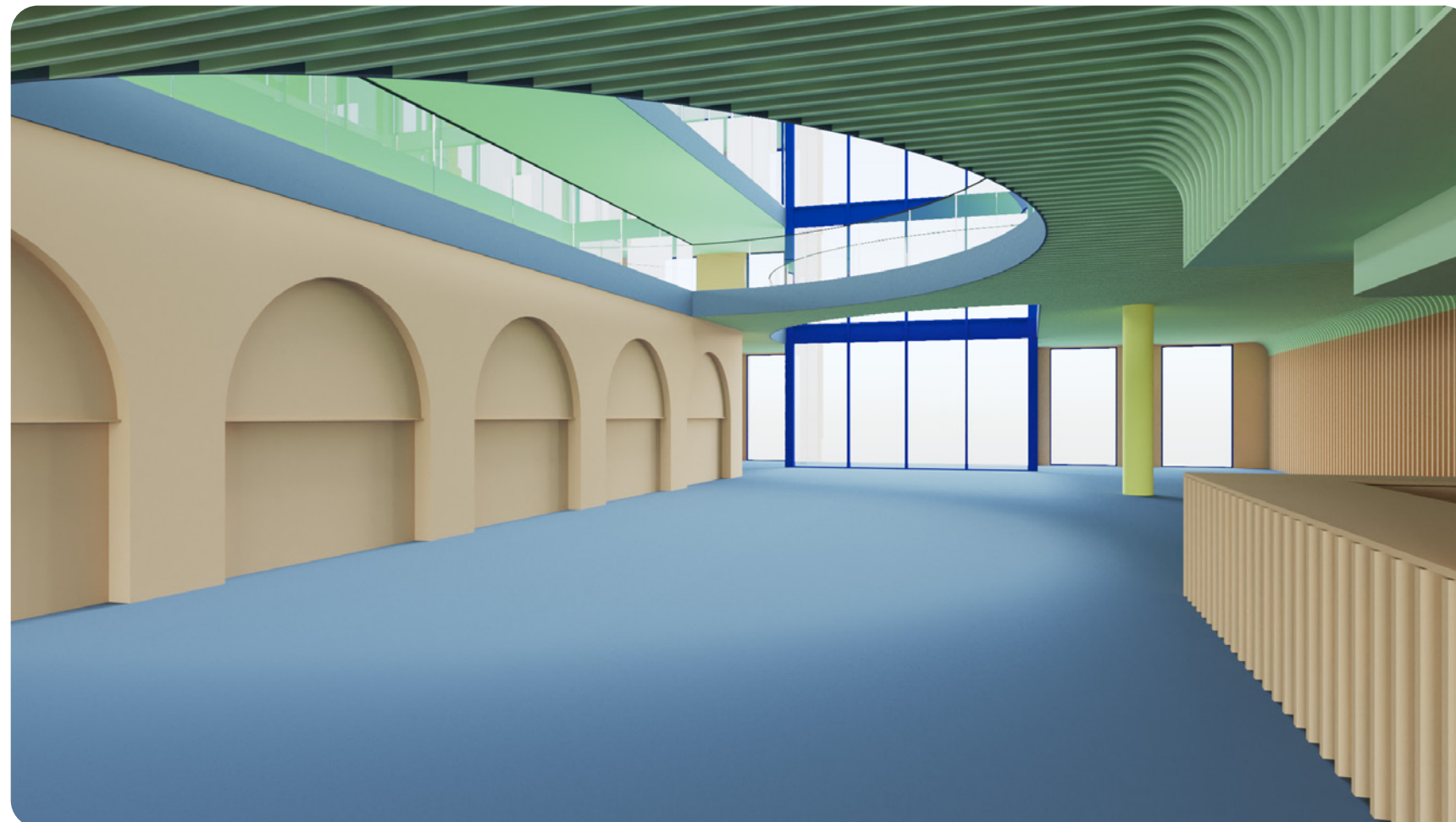
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3. How to organize the 3d model before exporting it

Dear Client, we accept different file formats as input 3D data - **IFC** (preferred), 3ds, fbx, obj, skp 8. The most important aspect is that the file is well organized with layers and materials/color codes. Please divide the model parts in layers by elements such as roofs, slabs, walls, ceiling, stairs and railings, etc. Do not include things like generic furniture placeholders unless custom made and needed for the visualization.

If you have a model that has been done in **Autodesk Revit**, we prefer having the native **.rvt** file, rather than an export, so we can have better control over the export and import options.

- CEILING
- WALLS
- COLUMNS
- SLAB
- FRAMING
- RAILING
- GLASS

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4. Our production process

Stage 1

Stage 2

Stage 3

Stage 1 - The first draft you will receive is, essentially, a low-resolution representation of the final CGI. For this stage, we invite you to provide your feedback on the whole image - composition, mood, materials and so on.

Stage 2 - For the second stage, we will present you with the final CGI, including the requested changes from stage 1 feedback. You will have the opportunity to review the changes made and approve the image or request additional minor changes.

Stage 3 – We will deliver the final CGI(s) to you in 5,000 pixels resolution.
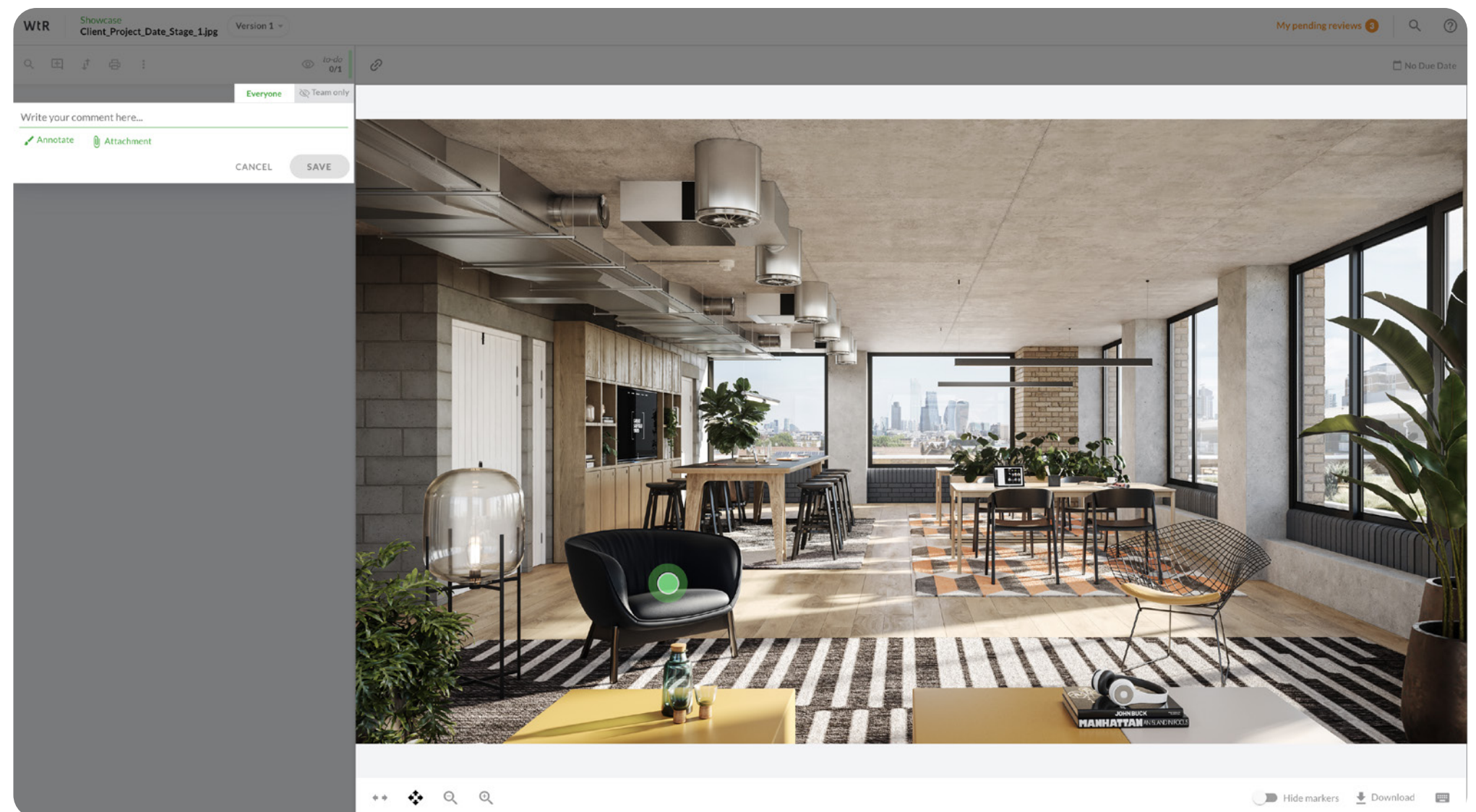
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5. Filestage feedback

We use FILESTAGE to collect feedback, all comments are stored and viewed in real-time by all parties involved in the project. It is easy to track and submit comments for changes.

You can sketch, type, insert attachments to help convey your idea. When you are done writing your comments, select finish my review in the bottom left and then "approve" or "request changes" depending on if you would like to make changes or just approve the images as they are.

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