

CIRCAFILES

PURCHASE  
ORDER  
SPECIFICATION  
TEMPLATES



# welcome. designers!

Interior design projects have hundreds of details. Let me rephrase that...Interior design projects have *thousands*, some even have *millions* of critically important details - and keeping track of every single one of them is one of the most challenging aspects of our jobs.

Let's say you nailed the presentation with your client and you sold them on all the great details. Now the fun begins, and the pressure is on! You have to get the details of your custom designs right. I created this guide to share what I wish I knew in the early days of my career about meticulously communicating details to my vendors. In this Experts Guide, I am giving you the keys to free yourself from the jailhouse misery of specifications and set you up for success.

These specification templates have been crafted through trial and error over the course of my fifteen-year career. Many highly-skilled vendors have attested to how professional they look, how much time they save and how they wished other designers provided so much useful detail.

**"At Quintus, we work with designers who provide vastly different levels of documentation with their orders. At one extreme is the designer who doesn't even send us a purchase order (frowned upon!), and at the other extreme is Circa Genevieve. The P.O.'s that we receive from Genevieve are some of the most detailed and thorough of any designer that we work with. She has a system and structure to her process that ensures accuracy and the best quality for her clients. She is a true professional."**

**Jobi Blachy, Owner of Quintus Home and Quintus Showrooms,  
President of Decorative Furnishing Association.**

There is no glamour to this part of the design process, but I promise when that piece is delivered to your project, it will be worth every darn line in that Purchase Order.

*xo Genevieve*  
Circaphiles Founder



## WHO THIS TEMPLATE IS FOR

This guide will help emerging designers when setting up systems and processes. Established designers can also benefit from refining and restructuring their systems using these templates. Keep them on hand for new hires within your office, so they know exactly how to issue orders to your workrooms with professionalism, consistency and clear communication.

## WHY I CREATED THIS TEMPLATE

**Purchase Orders, especially for custom furnishings, are daunting to create. These template could save you or your vendor from making a very expensive mistake!**

To help the vendor properly execute your vision, you must make sure you have clearly communicated all the details in a way that is clear and concise. Reinventing the wheel every time you type out an order is not a safe way to ensure all those details are conveyed correctly; there are so many little details that can be forgotten or overlooked. Inconsistencies in your specs and excessive follow-up questioning from the vendor during the order process may be perceived as unprofessional. Having templates on hand to prompt you with a comprehensive list of the information needed and simply filling them in with your design details will make your day-to-day life easier.



## HOW TO USE THIS TEMPLATE

These templates are designed to be easily copied and pasted into your billing software of choice. Most software systems have prompts/blanks with quantities, side marks, ship to addresses and more. The daunting description blank is where Ciraphiles templates come to the rescue. I've given you suggestions on options to inspire you and upsell to your client, so feel free delete those details where needed.

I encourage you to use these templates on every order, even for a simple, quick fabric order. If you own a large design firm, introduce these templates to your staff so that your teams can be consistent, and save time on this important part of the process.

If You Have Questions:

For questions or support specifically related to the specifications, Circaphiles will regularly be presenting new Expert Guides (available to members) on the technical details of each line item and how exactly to determine what your project needs. As a member, you have access to our exclusive Message Boards and Chat Room where you can ask a question or engage in conversation with A-list design professionals and peers.





# MEET THE AUTHOR

Highly regarded for sophisticated design, meticulous attention to detail, creative sourcing of one-of-a-kind pieces, and the ability to manage thousands of special details at once - Genevieve has earned the respect and admiration of the most thoughtful and discriminating clients, worldwide.

Ms. Trousdale, a Louisiana-born designer, boasts a stunning repertoire of world-class projects including American ski chalets, a Parisian flat and a luxurious royal palace. Working alongside top AD 100 icons, Genevieve is one of the nation's most accomplished designers.



**Genevieve Trousdale**  
**Founder of Circaphiles**  
**Principal at Circa Genevieve ID**



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## CARPETS AND RUGS

# AREA RUG

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- Sidemark:
- Item Name & Number:
- Quantity:
- Shape:
- Overall Size:
- Pile height:
- Construction:
- Quality:
- Fiber Content:
- Color(s): (General colors or Pom numbers)
- Border(s), if applicable:
  - Size:
  - Placement:
  - Color(s):
  - \*Attach a scaled drawing or annotated image:
- Pattern
  - Direction:
  - Placement:
- Rug pad type:
- Binding or Finished edges:
- Benchmarks, for custom orders:
  - Vendor to conduct field-measure. (Add measure date).
  - Vendor to submit dimensioned artwork for designer approval. (Add approval date.)
  - Vendor to make template on site, if room requires intricate/special shape. (Add template date.)
  - Vendor to submit strike-off for designer/client approval. (Add approval date.)
  - Vendor to submit seaming diagram for designer approval. (Add approval date.)
- Made in:
- Lead Time for Strike-off, if Custom:
- Lead Time for Production of Carpet:
- Billed 50% or 100%: