

# CHECKLIST

*To improve our communication, we created an interactive checklist. Simply fill in the forms, save the checklist when done and send it to us.*

[Start here](#)

## Legend

 Click to fill the text box

 Click to fill the check box

## 1. Contact information

Company name

Contact person

V.A.T. number

Address

ZIP

City

Country

State / Province / Territory

Phone

Fax

Cell phone

Email address

Website address

How did you hear about us?

## 2. Project information

### Location & delivery

Optical shop / clinic name

Shop is located in the city centre

Yes  No

Shop is located in the shopping mall

Yes  No

Shopping mall name

Shop is located in the pedestrian zone

Yes  No

Notes

Is truck delivery possible?

Yes  No

Delivery hours

Floor

Basement  Ground floor  1st floor  2nd floor  Other

Stairs Yes  No

Elevator Yes  No

Elevator dimensions (cm)

Other restrictions

### About the project

New construction Yes  No

Renovation Partial  Complete

Can you provide floor plan with accurate dimensions? Yes  No

Can you provide photos of the space Yes  No

Can you provide shop logo (\*jpg, \*ai, \*pdf, \*cdr, \*eps format)? Yes  No

What is your planned budget?

### Completion dates

The estimated completion date of construction work?

Time estimated for entire project completion?

Estimated shop opening date?

Notes

### 3. Planning & design

#### Desired planning level

Basic

Advanced

Read more about planning levels [here](#).

#### Walls, floors & ceiling

Shop size (m<sup>2</sup>)

Floor Remains the same  New needed

Floor material Carpet  Wood   
Laminate  PVC   
Tiles  Other

Floor color

Wall color

Wall material

Ceiling height

Ceiling type

Concrete  Suspended

Entrance dimensions (cm)

Shop window dimensions (cm)

Shop window parapet height (cm)

Heating type

Existing radiators

Yes  No

Please mark the radiator positions with their dimensions onto the floor plan.

Preferences regarding the material and color?

Preferences regarding the wall colors and flooring?

Notes

Please indicate which of the following you want us to plan/design/furnish

Dispensing area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Waiting area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Kids' area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Sports area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Luxury brands area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Diagnostics area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Contact lens area	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Exam room	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Quantity <input type="text"/>
Optical lab	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Quantity <input type="text"/>
Pretest room	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Quantity <input type="text"/>
Storage			Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Office	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Quantity <input type="text"/>
Staff room	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Quantity <input type="text"/>
Conference Room			Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Toilet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Quantity <input type="text"/>

Other

## 4. Optical displays & furniture

### Required eyewear capacity

Prescription eyeglasses

Sunglasses

Kids' eyeglasses

Sports eyewear

Reading glasses

Cases

### Security

How many frames do you want to keep in secured / lockable displays?

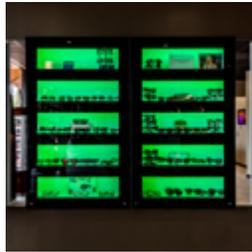
What type of secure presentation do you prefer?



Lockable rods



Lockable shelves



Lockable showcases



Lockable back storage

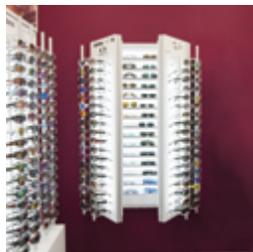
### Storage

How many frames do you want to keep in storage?

What type of storage do you prefer?



Drawers for walls



Dual back storage

What type of wall displays do you prefer?



Horizontal bars



Rods



Shelves



Quadro shelves

What type of shop window displays do you prefer?



Combination



Light display



Shelves with lighting



Standard display

Do you need freestanding displays?

Yes  No  Quantity

Do you need dispensing tables?

Yes  No  Quantity

Do you need counter?

Yes  No  Quantity

Are you interested for our line of electric lift tables for diagnostic?

Yes  No  Quantity

Notes & questions

**Disclaimer!**

Presenta Nova keeps the right of using the original drawings, plans and designs for informational and promotional purposes. In case when the original design (without further modifications applied) is accepted and confirmed for execution, we oblige not to use the designs until the shop is finished and officially open for public.



# SHOP DESIGN

Basic Level Free

[Read more](#)

Advanced Level

[Read more](#)



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# Basic Level

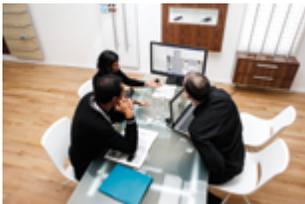
Free

[Return to Shop Design](#)  
[Return to Checklist](#)

1. Plan Design
2. Basic Visualizations
3. Realization

Required from You:

1. Filled in checklist (we send you our PDF questionnaire that helps us understand your preferences)
2. Company logo and brand guidelines (if developed)
3. Floor plan (preferably in pdf or dwg format)
4. Photos of the space (if existing)



Plan Design

In this first step of planning our designers focus on various functional areas within space to ensure the most logical traffic flow among them. Client's preferences serve as a guide and a starting point for this phase.

Every retail space has certain characteristic areas such as selling point, displaying area, dispensing area and waiting area. To achieve the optimal fluctuation between these areas is of paramount importance when planning an efficient retail space. Displaying areas are created and positioned based on their importance and merchantability, with their visibility and accessibility taken into account.

Inside well organized displaying areas, our designers will place and organize modular elements with your personal preferences taken into account.

Each space has different requirements that define our individual approach. Great experience in retail design and architectural planning of our designers is a guarantee your optical space will be functional, sales efficient and aesthetically beautiful.



Basic Visualizations

Once the planning is completed, the 3d visualizations of the plan design are created. Main goal of these visualizations is to help you visualize and comprehend better the interrelations of volumes (displays and furniture) inside your future optical space. You will receive images of several characteristic positions within floor plan that represent the best new design. Every image is shown from the perspective of a walk-in client in order to make it as realistic as possible. At this level, the lighting conditions and effects are not shown, e.g. the elements don't have shadows.

Basic visualizations include:

1. Placement of our standard catalog elements inside the interior
2. Floor decor design proposals
3. Walls and ceiling design proposal
4. Light fixtures design proposal
5. Furniture design proposal

Basic visualizations do not include detailed decor material description and supplier recommendation.



Realization

Once the design proposal and price offer are confirmed, we start with the technical elaboration and production.

At this phase we will send you:

1. Front views of the characteristic walls with our elements and exact measurements of the required electrical sockets.
2. Detailed description of what needs to be prepared for the successful installation of our displays.

Production time is 8-10 weeks from the confirmed order.

Installation options:

1. Self-assembly  
We send you all the displays with detailed assembly instructions. Email assistance is provided.

2. Installation crew  
If you prefer installation done by us, we will send you a price offer. Once confirmed, we set up the installation date. If the space is ready and prepared for installation according to our instructions, the installation is usually done within a day. Otherwise, installation time can be extended or delayed - till you prepare the space.

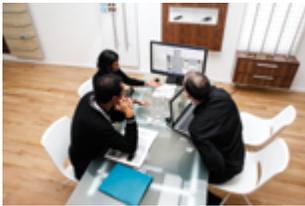
# Advanced Level

[Return to Shop Design](#)  
[Return to Checklist](#)

1. Plan Design
2. High Quality Visualizations
3. Material, furniture & lighting proposals
4. Realization

## Required from You:

1. Filled in checklist (we send you our PDF questionnaire that helps us understand your preferences)
2. Company logo and brand guidelines (if developed)
3. Floor plan (preferably in pdf or dwg format)
4. Photos of the space (if existing)



Plan Design

In this first step of planning our designers focus on various functional areas within space to ensure the most logical traffic flow among them. Client's preferences serve as a guide and a starting point for this phase.

Every retail space has certain characteristic areas such as selling point, displaying area, dispensing area and waiting area. To achieve the optimal fluctuation between these areas is of paramount importance when planning an efficient retail space. Displaying areas are created and positioned based on their importance and merchantability, with their visibility and accessibility taken into account.

Inside well organized displaying areas, our designers will place and organize modular elements with your personal preferences taken into account.

Each space has different requirements that define our individual approach. Great experience in retail design and architectural planning of our designers is a guarantee your optical space will be functional, sales efficient and aesthetically beautiful.



High Quality Visualizations

Once the planning is completed, the 3D visualizations of the plan design are created. Main goal of these visualizations is to help you visualize and comprehend better the interrelations of volumes inside your future optical space. The advanced level visualizations will give you a very realistic perception on how your interior could look like in the end.

You will receive images of several characteristic positions within floor plan that represent the best the new design. Every image is shown from the perspective of a walk-in client in order to make it as realistic as possible. At this level, the lighting conditions and effects are incorporated so all the elements are shown with shadows and integrated lighting. Visualizations will include more details and all the interventions that had to be made in the space. We will also allow and include partial customization of our display elements - to fit the exact space given.

High quality visualizations include:

1. Placement of our standard catalog elements inside the interior
2. Floor decor design proposals
3. Walls and ceiling design proposal
4. Light fixtures design proposal
5. Furniture design proposal
6. Detailed decor material description and supplier recommendation.



Material, furniture & lighting proposals

At this level we provide detailed material specifications for the final and approved design proposal:

1. Short description of the materials used (including furniture and light fixtures)
2. Pictures of the materials used (including furniture and light fixtures)
3. Supplier suggestion

As an addition we can also develop a detailed ambient lighting calculation to achieve the ideal light distribution through your future optical space.



Realization

Once the design proposal and price offer are confirmed, we start with the technical elaboration and production.

At this phase we will send you:

1. Front views of the characteristic walls with our elements and exact measurements of the required electrical sockets.
2. Detailed description of what needs to be prepared for the successful installation of our displays.

Production time is 8-10 weeks from the confirmed order.

Installation options:

1. Self-assembly  
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