

### WHAT TO DO FIRST:

1. Fill out the questionnaire, printable from our website.
2. Take measurements and draw a base map of your site.
3. Take lots of photos and print them, we do not accept photos via email.
4. THEN call to make a consultation appointment with Terrie Burdette: 503.788.9000 x 201.

### WHAT TO MEASURE:

1. Draw out and measure the property lines, house and structures like sheds, patios, paths, and utility boxes.
2. Measure from house corners to doors, windows and hose spigots. Measure window width and height.
3. Measure the existing lawn, garden areas, and plants that you'd like to keep.
4. Measure where trouble spots are: Views to block, very wet or dry areas, etc.
5. Measure in feet and inches, it's OK to round up/down to nearest foot or 6".

### YOUR BASE MAP SHOULD INCLUDE:

1. All measurements, listed above.
2. Notations where sun and shade are strongest.
3. An arrow pointing North.

### WHAT TO PHOTOGRAPH:

1. Take shots of the overall view, including existing tree canopies, structures and neighboring garden areas.
2. Take panoramas, looking out into the yard and also back at the house, up close at plants you'd like identified or know you might like to keep.
3. Take photos of views looking out from windows where you can see the new garden area.
4. Photos can be printed 4 per 8.5 x 11" page. 4x6 or 5x7 if using an online print service in town.

### WHAT TO BRING TO THE CONSULTATION APPT:

1. Completed questionnaire.
2. Printed photos, please do not email them.
3. Your base map with measurements.
4. Any images from books/magazines that illustrate what attracts you in a garden or planting.

### DESIGN PROCESS:

1. CUSTOMER COLLECTS INFORMATION AND SCHEDULES AN APPOINTMENT.
2. CONSULTATION APPT:

Your designer will go over your materials with you to gain an understanding of the site conditions, space available for planting, design direction of the garden, and your practical and aesthetic needs and desires. You'll be informed of the designer's design process and turn-around time, and pay the applicable design fee at the end of the appointment. Appointments are typically 30-45 min.

3. PLANTING PLAN PICKUP:

Your designer will set up a second appointment for you to go over the planting plan and plant list to make sure you understand it before you take it home. Your plan is a scaled, hand-drawn plan of your new landscape to guide you in installing your garden, or seeking estimates for professional installation by a licensed landscape contractor. We are happy to share our referral list with you, if needed. At the end of this appointment you will purchase yourself a gift card in an amount based on the square footage of your design.

4. PLANT SHOPPING:

Your gift card never expires and can be used at either Portland Nursery location. Bring your plant list with you as it will serve as your shopping guide. Ask any staff member for suggestions on substitutions for plants that are not in stock. Tell the cashier you are buying plants for a Portland Nursery planting plan and we'll track your design purchases. The purchased gift card is a motivational tool to help get you started and not meant to cover all plants in your plan.