

BPM Appendix 3 - Interior Design Submission Checklist

To: KINOHIMITSU HQ (Principal)

Date of Submission: _____

S/N	Material to be submitted	Specification	Remarks (By Distributor)	Remarks (For Principal)
1	Floor plan of site	Autocad drawing		
2	Floor plan of floor level	Autocad drawing		
3	Base elevation	Autocad drawing		
4	Site measurement details <ul style="list-style-type: none"> - Internal site dimension - Wall to wall - Column size - Floor to actual ceiling height - Floor to existing false ceiling height - Length of permissible store entrance area 	Attach photos		
5	Summary of limitations / conditions by Landlord	Attach tenant guide / handbook (if available)		
6	Others			

NOTES:

- Principal will provide recommendations for the layout of the boutique.
- Distributor will brief his/her appointed designer and/or contractor based on Principal's feedback, and using the Fit-Out Guidelines outlined in the Pre-Opening Manual.
- The appointed ID personnel shall provide Distributor with the layout drawing, perspective drawing, and construction drawing based on information provided in the above.
- Distributor is wholly responsible for ensuring the accuracy of information provided in the Interior Design Checklist.