

## Information Request

### Site location

1. Full address and postcode of the site.
2. Contact details of site manager in order to make necessary arrangements should a site visit be required.

### Drawings

3. Drawings to be in DWG format. We use AutoCAD LT 2015, please save your DWG files appropriately.
  - DWG files can be zipped and emailed (up to about 10Mb per file) or uploaded to our client server.
4. Drawings to include:
  - OS map with site(s) indicated
  - Site plan(s) to show context of building(s) and external works
  - Site plan(s) to show external planting scheme(s) annotated with plant descriptions
  - Floor plans and roof plans
  - Elevations annotated to describe material finishes
  - Any sections as appropriate
  - Any detail drawings as appropriate.

### Materials

5. Information on all material and colour treatments. Please provide the following:
  - Full names and descriptions of all materials to be used, preferably supplemented by annotated elevations and plans
  - RAL colour reference numbers
  - Scans of material swatches, brick and other material samples
  - URLs of suitable websites where images of materials can be sourced.

### Planting

6. Information on proposed planting such as names, positions and sizes of plants and trees.

### Site photography

7. Although we carry out the site photography to be used with the 3D models please send any site photographs you have.

### Other supporting material

8. Reference imagery. Please send any images of buildings with similar design or material finishes that you may have used for reference or inspiration. This can help us gain an overall impression of the look and feel you are after.
9. Information on your preferred angle(s) of view for the visualisation(s).
10. Highlight any particular aspects of the building(s) that you are keen to 'sell' or any particular mood that you are trying to convey.

v. 010/LUD22/09/2015

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site photography  
3d modelling  
digital imaging