



SPECTRUM
DESIGN
SERVICES



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**SPECTRUM
DESIGN
SERVICES**

SPECTRUM DESIGN SERVICES

A Custom Approach To Procurement

Spectrum Design Services is the wholly-owned Interior Design division of mbi | k2m Architecture, Inc. The firm has been a prominent figure in the hospitality design industry for three decades. Our services include interior design, procurement and project management for hospitality, residential and corporate design.

Our Procurement Division is dedicated to providing a personalized, tailored approach to each project - one that balances the unique character of each project and respects the integrity of the design, but also pays close attention to our clients' budget and schedule. Throughout the procurement process, Spectrum Design is the client's **Single Point of Contact** - a vital link between the suppliers, warehouse, deliverers and installers. Our Purchasing Agents have extensive experience with procurement, accounting and logistics coordination and are able to manage all aspects of procurement from bidding to ordering to delivering.

One of Spectrum Design's strong points is our significant **industry knowledge**. Our vast knowledge and experience allows us to secure the best prices without compromising quality. Our Procurement Division is extremely knowledgeable about the global economy and how it is currently affecting the hospitality industry and purchasing. Given the current market, we select only vendors who have proven to deliver the best product at the best price and who can meet our delivery dates. Our vast list of suppliers are qualified, financially secure and able to deliver the product as promised. Furthermore, we are aware of the ever changing market place and the demands of the hospitality industry, which gives us the ability to suggest alternates or solutions to make a project successful. If specified products are not within a project's budget, we may offer products better suited for an application or present new products on the market which are proven to improve our clients' bottom line. Anything that allows them to operate at a more profitable rate while maintaining budgets and sustaining design is invaluable and we do our best to accomplish that.

Research is key to securing the best price. At the onset, our Procurement Division work with vendors to determine if there are value alternatives that could make the product more cost effective, without sacrificing the design and quality. Commonly referred to as Value Engineering, new techniques and new materials are often discovered in this process.

Spectrum Design obtains the best pricing by using a **competitive bidding** process involving multiple vendors on each purchase order. Our



relationships with vendors and knowledge of products, allows us to select the most appropriate vendors for the project, upon a designer's approval within budget and brands standards. A minimum of three vendors will be given the opportunity to provide a bid. Once all bids are compiled, we review the bids with our clients and discuss the reasons why one vendor may be more acceptable or preferred. We also discuss with our clients the warranties the vendors offer and their delivery lead times. After complete review, we help our clients make a decision based on our knowledge, relationships, past experience and trust in the supplier.

Management and scheduling is crucial to a successful opening. Spectrum Design is in regular and frequent communication with each vendor to confirm they are meeting or exceeding the scheduled delivery dates. A monthly report is presented to our clients informing them of the status of all items. If there are any for-seen delays, we address the issue at hand with the vendor and resolve it in a way that keeps the project on track and on time. In the beginning of the project, Spectrum Design establishes an agreed upon schedule for delivery and installation phases. We work with the construction team throughout the project and adjust any deliveries accordingly. Our experienced Purchasing Agents coordinate all delivery and installation schedules anticipated for the project with the contracted receiver. We are also familiar with working with clients' contracted receivers and installers. We provide them with a product report that includes all items ordered, vendor information, quantities and expected delivery dates to ensure accuracy upon receipt of items.

Another way Spectrum Design offers exceptional service is through our **accounting and invoice management** team. Up-to-date information on your account is crucial to a project's timelines and budget. Our experienced team provides monthly reports outlining the activity of purchases, payables and invoices. Invoices are managed and remitted based on expected and confirmed deliveries. A final reconciliation report is submitted to our clients at the close of the project which outlines cost of goods sold, including taxes, shipping, credits and overages.

Spectrum Design is committed to exceeding our clients' expectations. We have a reputation for going above and beyond to ensure all of our projects are completed to satisfaction.



PROCUREMENT SERVICES

Strategic, Efficient & Accountable

At Spectrum Design our team members are qualified by proven project management experience and knowledge of the construction process. We are a licensed and accredited firm using efficiencies and processes built by 28 years of experience.

Our solutions are strategic, based on the client's business, the market and competition. Each of our services is customized to fit our client's specific needs, budgets and requirements. As a result, each project proceeds quickly and smoothly, from the "pre" to "pro" to "post-curement" completion.

"Pre-curement" Services

Before you start your next hotel project, assemble your project team. The collective knowledge and upfront collaboration of the owner, design team, and our experienced Procurement Division can help avoid costly and timely mistakes later on in the project process. Spectrum Design's collective design and procurement experience can develop an overall FF&E budget, best allocate your resources, and reduce risk before pen is put to paper. We have also worked out several processes and guidelines for normal client responsibilities which we will share as your Purchasing Agent.

We will develop preliminary budgets consistent with the quality level of your brand, image, and guest. Whether Spectrum Design is providing your interior designer services or not, this information is used by the design team to establish your budgets and design direction. Our preliminary procurement information includes spec numbers, suggested vendors, item descriptions, quantities, and budget allowances for FF&E, various systems, estimated sales tax, shipping, and warehousing, as well as any applicable fees. We also establish estimated delivery timeframes to coincide with the project completion.

"Pro-curement" Services

Spectrum Design is a recognized and established provider of FF&E procurement services to the hospitality, residential and corporate design industries. Our commitment to our clients is what sets us apart from the competition. The dedication and experience our team offers, guarantees our clients exceptional value and superior service. Spectrum Design's detailed FF&E procurement process ensures a financially beneficial and effective project implementation for our clients.



Budget Preparation and Bid Process

While preserving quality and maintaining unparalleled design, Spectrum Design works closely with our clients to understand their fiscal requirements and prepare a budget that realistically matches their expectations. We take the time to understand their assets, requirements, their market and competition, giving us a clear view of their goals. By identifying and establishing budget requirements early in the procurement process, Spectrum Design is able to establish accurate pricing. Our global network of resources gives us the leverage needed to secure the best price while offering the highest quality product. Our select list of approved vendors is presented with a bid package. We work closely with our vendors to research any value alternatives that may be cost effective to the project. Spectrum Design has over 4000 vendor relationships that work for your benefit. We look beyond the specification and budget to deliver the best bang for your buck with the greatest impact on the final design. With concise evaluation, Spectrum Design presents to the design team any appropriate substitutions. If approved, the client is presented with a product alternative that offers the best value without sacrificing design or quality. A final FF&E budget report is presented to the client for approval.

Documentation Review

Spectrum Design's procurement team works closely with our in-house designers to ensure the accuracy of all documents. Spectrum Design reviews all specifications with the coded plans to confirm that quantities are accurate and materials and products meet project standards. We confirm that all specifications are in compliance with building and accessibility codes. If any discrepancies are apparent, they will be addressed with the design team. Any samples required or coordination of take offs of outside materials are verified. Every effort is given to maintaining the projects budget requirements.

Purchasing and Logistics Management

Accuracy and follow-through is essential to the successful completion of all projects. Spectrum Design acts as an "Agent Only" procurement team and carefully reviews all purchase orders before submission. We work diligently to ensure all necessary information is included and requirements are met. Detailed instructions involving terms, timeliness and delivery are secured. Spectrum Design is the client's single source to all aspects of their project. The success of any project is contingent upon the follow through and tracking with vendors to ensure compliance with specifications and terms. Spectrum Design achieves a level of service that is unsurpassed by delivering the right product, to the right place, at the right time, and most importantly at the right price.



Account Management

Spectrum Design recognizes the importance of every decision made and how it affects the client's bottom line. We offer an all encompassing process that covers all aspects and stages of a project. Spectrum Design manages each project from conception through completion. Our experienced accounting team generates reports that keep the client informed of all expenditures. Detailed Project Status Reports are generated throughout all stages with relative information pertaining to the status of orders. Monthly Accounting Reports entail the activity of purchases, payables and invoices. Expediting Reports summarize remaining purchases, records and tracking of outstanding goods. A Final Reconciliation Report details all items and the total cost of the goods sold including taxes, shipping, credits, and overages.

"Post-curement" Services

Upon completion of the project, Spectrum Design continues to follow through with our clients 3, 6, and 12 months after completion. We do this to ensure products are wearing properly, warranty claims are filed if they are not, and the success of the project is upheld. Most importantly, we continue to build our relationship with you based on trust and results, our company mission since our founding.



SERVICES BY PHASE

Interior Design Documentation Review

- Coordinate with design firm to verify that all specifications and FF&E drawings are complete and accurate.
- Verify that all quantities on specs coincide with FF&E furniture plans.
- Obtain product samples from Interior Designer when necessary.
- Review specifications for building code and ADA compliance.
- Verify quantity take offs with subcontractors for those materials supplied by Owner and installed by others (i.e. carpeting, wallcovering, hardwired decorative light fixtures, etc.).

Project Budgeting and Bid Preparation

- FF&E Development Budget – based on brand standards and preliminary in nature.
- Itemized budget based upon quantities and specifications provided by Interior Designer.
- Responsibility Matrix Development.
- Qualifying manufacturers - potential bidders of FF&E by assessing their current financial stability and factory capabilities.
- Create a bid list of acceptable manufacturers by product with Brand, Interior Designer, Management team and Owner.
- Competitive bidding - prepare comprehensive bid document packages for release to the final approved list of bidders of FF&E.
- Bid Analysis - analyze each for completeness and thoroughness. Resolve any open issues / questions that are prevalent from the bid.
- Product Value Engineering – recommend alternatives in attempt to reduce costs.
- Prepare final budget report of selected manufacturers including evaluation summary for Owner written approval.
- Scheduling based on timeliness of deliveries, contractors project schedules, and owner requirements.

Purchasing Process

- Prepare “Agent Only” purchase orders for owner signature and release for sending to manufacturer. Upon approval for release, issue to vendors.
- Coordinate receipt of all finish samples, shop drawings, strike off’s, and samples that require Interior Designer approval prior to release for fabrication and delivery.
- Provide monthly Project Status Report including items, description, vendor, quantity, cost, estimated ship date, and status.
- Provide monthly cash flow requirements for future purchases and summary statement of project balance.



- Verify and approve vendor invoices for accuracy in quantity, pricing, and overages with the original bid and specifications.
- Track status of each purchase order on a regular basis to ensure projected delivery dates are maintained. Resolve any timing / delivery issues on an as needed basis.
- Assist in securing freight pricing and movement of all products to warehouse or project site in conjunction with owner, receiving company, and installers.

Receiving and Installation

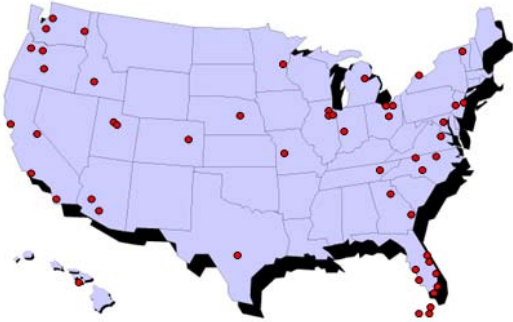
- Provide receiver with all required product / vendor information necessary to prepare and file freight claims other than that required by the field (procurement agent does not prepare freight claims). Including copies of invoices, purchase orders, and contact information.
- Provide receiver/installer complete list of ordered products/quantities.
- Assist the installation contractor with resolving any issues pertaining to incomplete shipped orders, back ordered items, incorrectly shipped products, manufacturer's defects or other non-damage related issues.
- Assist the installation contractor with problem solving / punch list items.

Value Added Services

- Accounting – vendor payable management, sales tax, invoicing, verification of purchase order pricing to original budget and expected billing, and reconciliation.
- Model Room Procurement Services - we will lend our assistance to the designer in recommending sources for the manufacture of the one-off quantities required for the model who would be among the likely sources also capable of producing in quantity and at a competitive price.
- Collect Flame Spread Certificate Documentation where required by building departments.
- Logistics Management – coordination with shipping companies and securing bids from carriers to transport FF&E goods.
- Warehouse Management – bid to and contract with warehousing company ("receiver") and installation contractors. This service could either be part of a total turn-key packages or on the Owner's behalf, be contracted with a third-party company.
- Installation Management – onsite representatives reviewing all goods received on site and coordination of Hotel FF&E installation contractors on behalf of owner. This service could either be part of a total turn-key package or on the Owner's behalf, be contracted with a third-party company.
- Experience Sharing - over many years of procuring goods for hospitality projects, we have developed documented processes and guidelines as an added benefit for our clients. Once on board our team, we will share these for the betterment of the project.



Hospitality Project Experience



Recognized as a forerunner in hospitality design, we design for the industry's most successful brands. New construction, conversion or extensive renovation, design solutions are strategically planned and executed to insure a positive experience for guests, operators and owners alike.

- Aloft Hotel**
Phoenix, AZ
- Embassy Suites Southfield**
Southfield, MI
- Andrew Pinckney Inn**
Historic Charleston, SC
- Fairfield Inn**
Tampa, FL
- Best Western**
Fort Myers, FL
Jacksonville, NC
- French Lick Springs Resort**
French Lick, IN
- Clarion Hotel**
Beachwood, OH
- French Quarter Inn**
Charleston, SC
- Comfort Inn & Suites**
Fayetteville, NC
- The Glidden House**
Cleveland, OH
- Courtyard Hotel**
Meadowland, NJ
- Hampton Inn**
Cornelius, NC
Kinston, NC
Miami, FL
Nashville, TN
Southington, CT
Pittsburgh, PA
White Plains, NY
- Country Inn & Suites**
Savannah, GA
- HarbourView Inn**
Charleston, SC
- Crowne Plaza Hotel**
Tampa, FL
- Doubletree Hotel**
Boise, ID
Springfield, OR
Berkeley, CA
Indialantic, FL
Portland, OR
Omaha, NE
Sacramento, CA
San Antonio, CA
Veradale, WA
Colorado Springs, CO
Yakima Valley, WA
- Hawthorne Suites**
Burlington, VT
- Hilton Hotel**
Scranton, NJ
Knoxville, TN
Indialantic, FL
Oxnard, CA
Schaumburg, IL
Raleigh, NC
- Ellis Hotel on Peachtree**
Atlanta, GA
- Hotel 71**
Chicago, IL

Hotel Lakeside

Lakeside, OH

Holiday Inn

*Ithaca, NY
Minneapolis, MN
Cornelius, NC
Westlake, OH
Cleveland, OH
Buffalo, NY
Amherst, NY*

Hyatt Hotel

Sarasota, FL

Hyatt Place

*Salt Lake City, UT
Warrenville, IL*

Hyatt Summerfield Suites

*Warrenville, IL
Denver, CO*

Kaanapali Shores Hotel

Maui, HI

Marathon Harbor Resort & Marina

Marathon, FL

Marriott Hotels

*Buffalo, NY
Cleveland, OH
Beachwood, OH
Columbus, OH
Hunt Valley, MD
Trumbull, CT*

Ocean Point Resort & Spa

Miami, FL

PanAmerican Hotel

New York, NY

Radisson Hotels

*Cayman Islands
Cleveland, OH
Daytona, FL
Fort Myers, FL
High Point, NC
Marco Island, FL
Mount Laurel, NJ*

Staybridge Suites

Sarasota, FL

The Pink Shell Resort & Spa

White Sands Villas & Captiva Villas

Fort Myers, FL

Wall Street District Hotel

New York, NY

Yarrow Hotel & Conference Center

Park City, UT



Kelli M. Schaffran, ASID, LEED-AP®

Director, Interior Design

Professional Project Experience

Hospitality

Captiva Villas at The Pink Shell Resort
Cleveland Airport Marriott
Comfort Inn, Fayetteville, NC
Doubletree Ocean Point Beach Resort & Club
Doubletree Melbourne Beach
Fairfield Inn, Tampa
Hampton Inn White Plains
Hampton Inn Nashville
Hotel 71
Marathon Harbor Resort and Marina
Melbourne Beach Hilton Hotel
Morgantown Event Center
Waterfront Place Hotel
Trumbull Marriott Merritt Parkway
Wall Street District Hotel
White Sand Villas at The Pink Shell Resort

Commercial/Corporate/Conference Facilities

Doubletree Omaha Executive Meeting Center
Doubletree Lloyd Executive Meeting Center
Crowne Plaza Tampa Conference Center
International Exposition Center
Fedeli Insurance Companies
Capital Advisors Limited

Restaurant

Ace Cafe
Giovanni's Ristorante **award winner*
Hyde Park Grille **award winner*
Houlihan's Restaurant
JoJo's at the Beach Restaurant **award winner*
Bongo's Bar **award winner*
Oceanfront Restaurant & Lounge **award winner*
Jack's Restaurant
Mercury Lounge



Ms. Schaffran, Director of our Interior Design division, has been with Spectrum Design Services for over 13 years and has led our interiors division for the past 5 years. She believes that strong client and team communications are the backbone of a successful project. She works closely with clients to identify their aesthetic, functional, and budgetary requirements. Ms. Schaffran's strong communication skills allow her to translate the client's needs and objectives into a successful project. She is proficient at coordinating with all the key consultants on a project team, throughout the design and installation process, to ensure an efficient project flow.

Ms. Schaffran is responsible for the supervision and coordination of the interior design staff, establishing and monitoring project timelines, design project reviews, and project development for the company. She serves as the primary point of contact for clients on most hospitality projects. Ms. Schaffran is accomplished in the many specialties of Interior Design including expertise in hospitality design, restaurant, corporate, and high-end residential.

Ms. Schaffran has extensive hotel design experience and is well versed in Hilton, Marriott and other major hotel brand standards. She has worked on a variety of hospitality projects, both renovations and new construction, in limited select service and full service hotel facilities. Most recently much of the experience is focused on PIPs, Lobby Reinvented, Perfect Mix Lobby renovations, room upgrades, ADA compliance and brand standards upgrades. As a LEED Accredited Professional, Ms. Schaffran provides project oversight, manages client communication and provides guidance to help clients develop and implement their sustainable design goals.

Ms. Schaffran's work has received numerous local and national design awards and has been a speaker at several national hotel conferences.

EDUCATION

Kent State University, Bachelor of Arts in Interior Design

REGISTRATIONS

NCIDQ Certified No. 014642
Licensed Interior Designer
Professional Member ASID
LEED Accredited Professional with the US Green Building Council

Kelly A. Cook

Senior Designer, Interior Design

Professional Project Experience

Hospitality

Country Inn & Suites, Savannah, GA
Cleveland Airport Marriott, Cleveland, OH
Ellis Hotel, Atlanta, GA
Hampton Inn, Nashville, TN
Hampton Inn, Pittsburgh, PA
Hampton Inn, Southington, CT
Hampton Inn, White Plains, NY
Melbourne Beach Hilton Hotel, Melbourne, FL
Wingate Hotel, Nashville, TN

Commercial/Corporate/Conference Facilities

Vision Service Plan, Columbus, OH

Restaurants

Garage Café, Columbus, OH
Martini Italian Bistro, Louisville, KY

Residential

Private Residence, Hunting Valley, OH
Private Residence (Condo), Marco Island, FL
Private Residence, Columbus, OH
Private Residence, Bexley, OH
Private Residence, New Albany, OH

Kelly Cook is a Senior Designer for our interiors division, Spectrum Design Services. She has worked for several years in the interior design profession and on a variety of projects ranging from hospitality and commercial to high-end residential design.

Ms. Cook has managed multi-million dollar renovation and new construction projects where she was responsible for the interior design and project management as well as Fixtures, Furniture, and Equipment (FF&E) selection and specification, construction documents, and construction supervision. As a key member of the Spectrum Design team, Cook is familiar with many of the hotel brands including the Carlson, Marriott and Hilton.

Most recently she has focused a significant amount of her attention on the Hampton Inn Perfect Mix lobby renovation. In the past 12 months she has completed four Perfect Mix lobby renovations for our clients and has established very strong brand relationships in their design & construction department. Ms. Cook has established a reputation with our clients because of her extraordinary design talents – talents that include an intuitive and unique design sense coupled with leadership skills, technical know-how and construction administration capability. It is this ability that enables her to work quickly through the design process with our clients.

Ms. Cook was the lead designer of the interior design of the chic new Ellis Hotel in Atlanta, Georgia. She also spearheaded the custom design of the Country Inn & Suites located in Savannah, Georgia which Carlson Worldwide chose as the location to celebrate the opening of their 450th property and one that exemplifies the best the brand offers.

Cook strives to tailor each project to the unique needs and personality of its location and owners. Her ability to effectively establish good client relations and meet the client's budget, time frame and design expectations, make her a valuable asset to our team. Although she has managed many large projects, she also finds satisfaction in the completion of small projects, where cost is an issue and a more direct, personal approach is necessary.

EDUCATION

The Ohio State University, Bachelor of Science, Interior Space Design

REGISTRATIONS

NCIDQ Certificate No. 024341



Denise M. McKenzie

Director of Operations - Account Manager

Ms. McKenzie joined mbi | k2m Architecture in 2004 after working 19 years in the furniture industry as Procurement Manager and five years in the A/E industry. She serves as Director of Operations with oversight of day-to-day operations of the Company as well as Accounting Manager.

Her duties include executive administration for the Directors of Company, AIA forms and contract preparation, human resource management, developing budgets and cost controls, administration of clients' FF&E accounts, as well as the accounting and coordination with Company's consultant.

She also troubleshoots IT issues, oversees the implementation of business standards, corporate forms and filings, training, new employee orientation and oversight of administrative employees.

EDUCATION

Tri C Community College, Business Administration

Cleveland State, Degree Credits, Accounting

Continuing Education Credits, HR, Business Management & Accounting

SOFTWARE

Word, Excel, Power Point, Access, Publisher, Outlook, AIA Documents, Administaff Payroll software, MAS90, QuickBooks, Peachtree



SAMPLE OF PROCUREMENT FORMS

Communication is crucial, especially after purchase orders are placed. This is why a single point of contact is assigned to your project, our project manager, and is backed by a team of associates specializing in accounting, administrative, and design. Significant detail goes into every step. Each transaction is monitored and documented by the project manager. All accounting is triple checked by the project manager and our Director of Operations. The financial management and tracking of your project is an integral part of our purchasing system – our reports present a clear and concise picture of any aspect of your project. This customization and accuracy ensures that your property will open on time and within budget.

BUDGET BY PROJECT REPORT

Includes all product information, quantities, estimated shipment information, product costs, status, and special production notes.

STATUS REPORT

Includes all product information, quantities, estimated shipment information, ship to locations, installation date, status, and special production notes.

PURCHASE ORDER REPORT

Including product information, customer and vendor balances, freight, PO issuance date, cash flow requirements, and can be tailored to your specific needs.

SAMPLE PURCHASE ORDER

Contains all product information regarding quantities, location, vendor, item number, unit pricing, total cost, special instructions, accounting, and approval requirements for client prior to ordering.

The following are examples of our procurement forms.



Project Name: Doubletree Ocean Point Resort
 Sunny Isles Beach, Florida 33160
 Project ID: SP-07007

Spectrum Design Services

3121 Bridge Ave.
 Cleveland, OH 44113



Phone Number: (216)241-8450

Fax Number: (216)357-2796

Budget by Project Report (Unfiltered)

Spec. No.	Item No.	Item Description	Vendor	Qty	Attic Stock	Unit Cost	Estimated Freight Cost	Subtotal	Estimated Ship Date	Comments
B-300	1771-B	Mirror	Majestic Mirror	84 EA	1	\$179.00	0.00	\$15,036.00	11/25/2009	
B-301	20604	Artwork	Westshore Distributors	156 EA	2	\$86.06	0.00	\$13,425.36	11/25/2009	
B-302	7795	Artwork	Westshore Distributors	114 EA	2	\$79.67	0.00	\$9,082.38	11/25/2009	
B-303	7796	Artwork	Westshore Distributors	114 EA	2	\$79.67	0.00	\$9,082.38	11/25/2009	
B-304	20570	Artwork	Westshore Distributors	114 EA	2	\$64.61	0.00	\$7,365.54	11/25/2009	
B-305	20573	Artwork	Westshore Distributors	114 EA	2	\$64.61	0.00	\$7,365.54	11/25/2009	
B-306	AA80125	Artwork	Westshore Distributors	114 EA	2	\$101.61	0.00	\$11,583.54	11/25/2009	
B-307	20572	Artwork	Westshore Distributors	111 EA	1	\$70.96	0.00	\$7,876.56	11/25/2009	
B-308	20571	Artwork	Westshore Distributors	111 EA	1	\$70.96	0.00	\$7,876.56	11/25/2009	
B-402	JFK-30011CO-10	Nightstand- Option A	Jordan-Young Intl.	42 EA	0	\$249.00	0.00	\$10,458.00	11/25/2009	
B-403		TV Console	Artone Manufacturing	100 EA	2	\$990.00	0.00	\$99,000.00	11/25/2009	
B-405	ACD-30506-CD	End Table	D'Style	228 EA	4	\$200.00	0.00	\$45,600.00	11/25/2009	
B-406	ACD-30506-CD	Coffee Table	D'Style	114 EA	2	\$222.00	0.00	\$25,308.00	11/25/2009	
B-407	ACD-30506-CD	Console Table	D'Style	57 EA	1	\$327.17	0.00	\$18,648.69	11/25/2009	
B-408	ACD-3404-CD	Dining Table	D'Style	86 EA	1	\$389.00	0.00	\$33,454.00	11/25/2009	
B-409		Studio Dining Table	D'Style	42 EA	0	\$379.00	0.00	\$15,918.00	11/25/2009	
B-410	Custom	TV Unit	Artone Manufacturing	14 EA	0	\$390.00	0.00	\$5,460.00	11/25/2009	
B-411	JFK-DHB-ARC-001	Double Headboard	Jordan-Young Intl.	84 EA	0	\$135.00	0.00	\$11,340.00	11/25/2009	
B-412	ACD-3404-CD	6 Seat Dining Table	D'Style	28 EA	1	\$499.00	0.00	\$13,972.00	11/25/2009	
B-414A	T170-36	Kitchen Table Top	Aceray	28 EA	1	\$243.00	0.00	\$6,804.00	11/25/2009	
B-414B	827	Kitchen Table Base	Aceray	28 EA	1	\$198.00	0.00	\$5,544.00	11/25/2009	
B-415		Bedroom TV dresser	Artone Manufacturing	42 EA	0	\$940.00	0.00	\$39,480.00	11/25/2009	
B-505	Custom	Dining Chair	Charter Furniture Corporation	771 EA	12	\$185.00	0.00	\$142,635.00	11/25/2009	
B-506U	Custom	Upholstery Vinyl	Valley Forge Fabrics	1542 S	24	\$21.98	0.00	\$33,893.16	11/25/2009	

Pricing does not include taxes, shipping, receiving or warehousing.

Project Name: Doubletree Ocean Point Resort
 Sunny Isles Beach, Florida 33160
Project ID: SP-07007

Spectrum Design Services

3121 Bridge Ave.
 Cleveland, OH 44113
**SPECTRUM
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 SERVICES**

*Phone Number: (216)241-8450
 Fax Number: (216)357-2796*

Budget by Project Report (Unfiltered)

Spec. No.	Item No.	Item Description	Vendor	Qty	Attic Stock	Unit Cost	Estimated Freight Cost	Subtotal	Estimated Ship Date	Comments	
B-515	140	Kitchen Chair	Sandler Seating	112 EA	4	\$179.00	0.00	\$20,048.00	11/25/2009		
Project Total							\$616,256.71				

Pricing does not include taxes, shipping, receiving or warehousing.

Project Name: Pagon Residence

Project ID: SP-09009

Spectrum Design Services **SPECTRUM
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3121 Bridge Ave.
Cleveland, OH 44113

Phone Number: (216)241-8450

Fax Number: (216)357-2796

Status Report

Spec. No.	Item No.	Item Description	Vendor	Quantity	Estimated Ship Date	Received Date	Shipping To	Install Date	Status/Comments
PO-001	21431-324, 25348-624, 21987-916, 25917-619, 28680-24	Pillow Fabric	Kravet	5	7/30/2009	7/31/2009			Received at Sherry Ogrins
PO-002	21703-16	Bench Fabric	Kravet	1		7/31/2009			Received at Flatrock Furniture
PO-003	232850ST, 602040ST	Pendants and Sconces	Fine Art Lamps	3	9/12/2009				Emailed Ken Benjamin to confirm delivery.
PO-004		Pillow Fabric	Arc Com	1.5	7/28/2009	8/5/2009			Received at Sherry Ogrin's
PO-005	647	Bench	Flat Rock Furniture	1	8/27/2009	8/31/2009			Received
PO-006	Felt Pad, JT-1035-811, JT-1041	Area Rugs	Surya	4	7/23/2009	8/7/2009			Received at P&T
PO-007	SM16, L211	Table Lamps	Cherry Tree Design	4	7/30/2009	8/7/2009			Received at P&T
PO-008		Pillow Fabrication	Sherry Ogrin	11					Sherry Ogrin will call Len Pagon directly to set up a time to deliver.
PO-009		Rug	Spinneybeck	1	7/23/2009	8/4/2009			Delivered to Pagon residence by P&T
PO-010		Acrylic Panels	3 Form	10	8/18/2009	8/25/2009			Received at P&T
PO-011	700FJSF4Z, 700FJCB0Z	Pendants	Cleveland Lighting	6	8/15/2009	8/18/2009			Received at P&T
PO-012	#V809 Tierra	Wallcovering	Innovations	4 yds		8/7/2009	Pistone & Tesauro Builders		Received at P&T
PO-013	4014, 263	Hardware	Atlas Homewares	50 EA	8/6/2009	8/13/2009			Received at P&T
PO-014	3162	Chairs	Gregory Alonso, Inc.	2 EA			Pistone & Tesauro Builders		P.O. Submitted 10 week lead time
PO-016	JTII2028-58	Rug	Surya	1 EA	9/15/2009	9/22/2009	Pagon Residence		Received at P&T
PO-017	C201669	Carpet	Constantine Commercial	30 SY			The Watson Carpet Company		

October 1, 2009 04:49 PM

Project Name: Pagon Residence

Project ID: SP-09009

Spectrum Design Services **SPECTRUM
DESIGN
SERVICES**
3121 Bridge Ave.
Cleveland, OH 44113

Phone Number: (216)241-8450

Fax Number: (216)357-2796

Purchase Order Report

Vendor	Purchase Order No.	Issuance Date	MDSE. Subtotal	Estimated Tax	Estimated Freight Cost	Balance	Deposit	Total Balance Due	Ship Date	Invoice Received	Sent to Acc't
Kravet	PAG-001	7/9/2009	\$515.00	0.00	26.47	\$0.00	\$541.47	\$0.00	as ready		
Kravet	PAG-002	7/9/2009	\$206.50	0.00	14.00	\$0.00	\$220.50	\$0.00	as ready		
Fine Art Lamps	PAG-003	7/9/2009	\$3,322.00	0.00	337.50	\$0.00	\$3,659.50	\$0.00	as ready		
Arc Com	PAG-004	7/9/2009	\$64.43	0.00	16.79	(\$0.01)	\$81.22	(\$0.01)	as ready		
Flat Rock Furniture	PAG-005	7/14/2009	\$976.00	0.00	193.00	\$0.00	\$1,169.00	\$0.00	as ready		
Surya	PAG-006	7/14/2009	\$672.00	0.00	57.74	\$0.00	\$729.74	\$0.00	as read		
Cherry Tree Design	PAG-007	7/14/2009	\$720.00	0.00	71.20	\$0.00	\$791.20	\$0.00	as ready		
Sherry Ogrin	PAG-008	7/14/2009	\$660.00	0.00	0.00	\$0.00	\$660.00	\$0.00	as ready		
Spinneybeck	PAG-009	7/14/2009	\$655.06	0.00	65.00	\$0.00	\$720.06	\$0.00	as ready		
3 Form	PAG-010	7/24/2009	\$1,003.66	91.85	188.97	\$0.00	\$1,284.48	\$0.00	as ready		
Cleveland Lighting	PAG-011	7/30/2009	\$733.50	0.00	65.16	\$733.50	\$798.66	\$0.00	as ready		
Innovations	PAG-012	8/4/2009	\$155.80	0.00	21.71	\$155.80	\$177.51	\$0.00	as ready		
Atlas Homewares	PAG-013	8/4/2009	\$488.40	0.00	0.00	\$488.40	\$488.40	\$0.00			
Gregory Alonso, Inc.	PAG-014	9/14/2009	\$4,428.00	0.00	0.00	\$4,428.00	\$2,214.00	\$2,214.00	as ready		
Surya	PAG-016	9/14/2009	\$216.00	0.00	0.00	\$216.00	\$0.00	\$216.00	as ready		
Constantine Commercial	PAG-017	9/30/2009	\$966.00	0.00	0.00	\$966.00	\$966.00	\$0.00	as ready		
Totals			\$15,782.35	\$91.85	\$1,057.54	\$6,987.70	\$14,501.74	\$2,430.00			

Purchase Order
As Agent For Owner/Client

Account No. 851345

Purchase Order No. **HAM-030**

Project No. SP-08015

Date 4/14/2009

Delivery Date

Est. Ship Date as ready

Vendor: Robert Allen
225 Foxboro Blvd.

Foxboro, MA 02035
Attention: Cassandra

Phone Number: 800-333-3778
Fax Number: 954.968.1775

Ship To: Contract Decor International
637 N. Montello St.

Brockton, MA 02301
Contact:
Phone Number: 508-587-7000
Fax Number: 508-559-0596

**SIDEMARK: Hampton Inn- Pittsburgh-
Spectrum Design**

Invoice To: McKnight Road, Pittsburgh Inn, LLC
Other 1315 South Division St.

Salisbury, MD 21801
Contact: Mike Marshall
Phone Number: 410.749.8464
Fax Number: 410.749.0679

**NOTE: ALL INSTRUCTIONS MUST BE FOLLOWED OR
MERCHANDISE WILL NOT BE ACCEPTED:**

- 1 Do not fill Order at higher price than states on Purchase Order.
- 2 All Deliveries must be accompanied by Packing Slip, Packing Slip to be attached to outside of carton or carton containing Packing Slip to be clearly marked on outside.
- 3 Show quantity, description and this Purchase Order number on all packages.
- 4 This Order subject to Vendor's compliance with applicable sales tax law, and such taxes are in addition to purchase prices.
- 5 To insure prompt payment, mail Invoice showing Purchase Order number with Bill of Lading (as specified in 'Invoice To Address' above) immediately after shipment made.
- 6 This Order is subject to all terms and conditions hereon and additional Terms and Conditions.

LEAD TIME 2 weeks

Project No.		Project Name		Purchase Order No.	Date
SP-08015		Hampton Inn-Pittsburgh		HAM-030	4/14/2009
Quantity	Item No.	Spec. ID	Description	Unit Price	Extended
6	SY	314U	Pattern: Whiz RR BK Manufacturer: Robert Allen Pattern Repeat: 1.5"H	20.45	\$122.70
6	Total Quantity		Color: Olive Size: 56"W		
SIDEMARK Throw Pillows <i>Cutting for Approval samples to be submitted to:</i> Kelly Cook Spectrum Design Services 8015 W. Kenton Circle Suite 220 Huntersville, NC 28078					

Payment Details	50% Deposit - 50% CBD	Subtotal	\$122.70
<input checked="" type="radio"/> Check		Tax	\$0.00
<input type="radio"/> Cash		Freight & Handling	\$0.00
<input type="radio"/> Account No.		Grand Total	\$122.70
<input type="radio"/> Credit Card	Exp. Date	Deposit	(\$122.70)
	Name	Total Balance Due	\$0.00

This Purchase Order is prepared by Agent ("Agent"), as Agent only for Owner/Client (as specified in 'Invoice To' above), and this Purchase Order is solely for account of said Owner/Client and not for account of Agent. Agent assumes no monetary or other liability therefor or hereunder, and makes no representations otherwise to Vendor.

Purchasing Office: Spectrum Design Services ~ 3121 Bridge Ave. Cleveland, OH 44113 P: 216.241.8450 / F: 216.357.2796

Purchase Order
As Agent For Owner/Client

Project No.	Project Name	Purchase Order No.	Date
SP-08015	Hampton Inn-Pittsburgh	HAM-030	4/14/2009

General Notes

- Note 1 Specifier: Spectrum Design Services- Agent
- Note 2 Important: Owner/Client, Designer, and Agent, do not assume liability with respects to any violations by Manufacturer/Vendor of any other party's copyrighted deigns. With respect to any claims or allegations referencing this item, Manufacturer/Vendor indemnifies and holds harmless Owner/Client, Designer, and Agent, and agrees to defend and cover costs of legal proceedings, court costs, attorney fees, and any judgment rendered against Owner/Client, Designer, and Agent. Spectrum Design Services is acting as Agent Only.
- Note 3 The Owner/Client Name referenced on this document is responsible for payment.
- Note 4 Vendor Acceptance: Signature/acceptance of PO acknowledges Owner/Client Name's payment terms and schedule as shown herein. Cartoning must be suitable for product protection in transit (e.g. at minimum, protect corners, legs, upholstery, etc.). Manufacturer/Vendor is responsible for properly tagging every item as outlined on the PO.
- Note 5 Do not ship early unless otherwise noted. No split shipments without written authorization from named Agent. Vendor agrees to a minimum of one (1) year product warranty. BOL must accompany invoice. Freight billed by Manufacturer/Vendor must include carrier's freight bill (and previously authorized by Agent to do so), unless UPS or other ground shipment. Project name and PO # must appear on all documents.
- Note 6 All items must be commercial quality and suitable for the designated application(s), including meeting all applicable fire codes and life safety code requirements. Failure to comply with these specifications, delivery instructions and schedules, and quality requirements shall attach liability to seller for incidental and consequential damages resulting there from. Read PO carefully and advise Agent's Contact Name of any discrepancies within 48 hours of order receipt. Acknowledgement to be sent to Agent at jcrossan@spectrumdesign.com

Issued By

Agent _____ Date _____

Approved By

Owner/Client _____ Date _____

Designer _____ Date _____

This Purchase Order is prepared by Agent ("Agent"), as Agent only for Owner/Client (as specified in 'Invoice To' above), and this Purchase Order is solely for account of said Owner/Client and not for account of Agent. Agent assumes no monetary or other liability therefor or hereunder, and makes no representations otherwise to Vendor.

Contact Information

Leadership

Scott C. Maloney, AIA, NCARB, LEED-AP

Owner, mbi | k2m Architecture, Inc.

216.357.2794 | smaloney@mbi-k2m.com

Kelli M. Schaffran, ASID, LEED-AP

Director, Interior Design Division

216.241.8450 | kschaffran@spectrumdesign.com

Office Locations

Cleveland Office

3121 Bridge Avenue

Cleveland, Ohio 44113

Key West Office

1001 Whitehead Street

Key West, Florida 33040

Charlotte Office

3116 N. Davidson Street, Suite 250

Charlotte, NC 28205

Washington DC Office

1801 McCormick Drive, Suite 530

Largo, MD 20774

Southwest Florida Office

20521 Highlands Avenue

Estero, Florida 33928

Website

www.mbi-k2m.com

