



# OUR OFFICE

Welcome to the Karen B Wolf Interiors Family. We are excited to be working with you on your upcoming project. When we are not out and about making beautiful homes happen you can find us in the office. Appointments are preferred. Please take a moment to review our office policies and on behalf of our team we thank you for trusting us to make your design vision a reality.

## OFFICE HOURS

M-F 9:30am-5:30pm  
Saturday and Sunday by Appointment Only

## TEAM CONTACT

### KAREN B WOLF

*Principal, Creative Director*  
karen@kbwinteriors.com  
973-220-2171

### AMANDA SANTORA

*Design Creative, Project Management*  
amanda@kbwinteriors.com  
973-715-3427

### DEBBIE BODNER

*Soft Goods & Window  
Treatments Designer*  
debbie@kbwinteriors.com  
973-943-1341  
Special Hours: Mon-Thu 9:30-3:00

### RACHEL COZZO

*Design Creative, Project Management*  
rachel@kbwinteriors.com  
973-715-8048

### SYDNEY MEISTER

*Marketing & Social Media Manager*  
sydney@kbwinteriors.com  
201-566-8813

### GAIL MARNER

*Office & Client Development Manager*  
gail@kbwinteriors.com  
908-963-5302

## COMMUNICATIONS

The success of your project is contingent upon open communication. We prefer to communicate via email so that we have a record of communications. Text is best used for timing and scheduling. We will do our best to respond to your request within 1 business day. After hour texts and emails will be answered the next business day. Weekend texts and emails will be responded to on Monday.

## PROJECT MANAGEMENT

There is a significant amount of detail in the design process. We use a system called IVY to generate proposals and invoices. Once payment is made a purchase is considered approved and final.

## PAYMENT

Your payment schedule is outlined in the agreement. We accept online ACH bank transfers, checks, cash or credit card payments. If you prefer a CC payment a 3% fee will be charged.

*Karen B Wolf*

