



# Designs by *Dria*

Interior Alignment – Space Clearing – Instinctive Feng Shui

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## Business Information for Consultation

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Type of Business: \_\_\_\_\_

Approx. square footage to be included in the consultation: \_\_\_\_\_

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1. How long have you been in your present office or building?
  
  2. Do you know the history of your company or office building? Were there previous occupants? Was the business profitable? Were there good relations between the members of staff? Did business increase or decrease during their occupancy?

3. Since moving into your present company or office, have you noticed any changes in the business flow?
  
4. Has there been any remodeling or rearranging in your company or office? If so, did you notice any changes in your business after the alterations?
  
5. How do you feel when you step into your office? How do you feel when you step into the building?

Do you feel upbeat, or does your energy fall or stay the same?

**The Physical Space:**

6. Which rooms of your business are we including in the consultation? ( we recommend that we review the entire building or office area to see what outside influences could be affecting the energy of the space)
  
7. Which room in your business or what part of your office do you feel best?
  
8. Is there a place in your company or office that brings your energy down?
  
9. What would be your initial impression if you were a stranger coming into your business?

10. What would be your overall impression?

11. What would you think about the business and the people who worked there?

**Your Company:**

12. What is your business Mission Statement?
13. Does your business also have a Vision Statement?
14. What is the biggest problem you feel you are having at work at this time?
15. What is the biggest problem you feel your business is facing at this time?
16. What is the biggest ADVANTAGE you feel your business has at this time?

**Outside Relationships Customers and Suppliers:**

17. In general, how are the relations between your company and its customers and suppliers?
18. Do you do repeat business, or do you constantly have to look for new clients?
19. Have you heard any complaints from customers or suppliers that you have been unable to address?
20. Do you, your staff, or co-workers have input into the work environment? Over the temperature, lighting, etc? Over personal space, desk, room, etc?

**Employees:**

21. How many employees are at this company location?

22. Please list the employees in the business space who will be included in the consultation.

Name	Job Title/function	Birthdate (if known)
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23. Are the relations among the staff generally good? Please expand if needed:

24. Is morale high?

25. How much sick time do the staff take? Is it below or above average?

26. Is there a high incidence of a particular complaint, illness, or argument?

27. Is there a high turnover of employees? In general or in any particular job position?

28. In general, how are relations between managers and staff?

29. In general, how are relationships with consultants and/or temporary staff?

30. Please rate each area of your business on a scale from 1 to 10, with 10 indicating that everything is as you would like it to be and 1 meaning that there is a lot of room for improvement. You can add an explanation if you like.

- **Career:** Are you fulfilled by your job or occupation? Are your career path and life outside of work flowing in the way you would like them to?
- **Helpful People:** Are there people that your business can rely on? Does your business give anything back to the community?
- **Creativity** Are the projects that your business is engaged in bearing fruits? Is your business always creating and evolving? Is there a new project you wish to launch?
- **Relationships:** Are there good relations among members of staff? Does your company have good relations with other companies in the field? Do you have good relationships with your customers? Vendors?
- **Fame** Are you as well known as you would like to be? Does your business have a good reputation? Are you personally being recognized for your efforts within the company?
- **Wealth** How often do you feel blessed with good fortune? What are the patterns of your money flow? Is it consistent, or is money frequently short?
- **Authorities & Legacy:** Are there good relations between managers and employees? Is there good communication throughout the organization? Is the company structure solid?
- **Inner Knowledge:** Are there opportunities for staff to develop skills and knowledge? Is there a quiet place where staff can take time away from the pressures of work during the day? Is time allotted for this?
- **Health** How is the health of the staff? Are their energy levels generally good throughout the day? Does your staff take a lot of sick time?

31. What area or areas of your business would you most like to improve?

32. In what way would you like them to improve?

33. What is your intention for your company or office?

My overall intention for my company or office is...

Please include a rough floor plan of your business or office space. It does not need to be to scale. I need to understand the basic layout of the rooms and where North is. Feel free to include as much detail as you want, such as the locations of windows, doors, furniture, and important objects.

Please also note the location of various employees/departments and their offices.

(You may attach an additional paper or use the back of this form)

I am very much looking forward to working with you and your company or office.

*Dria*