



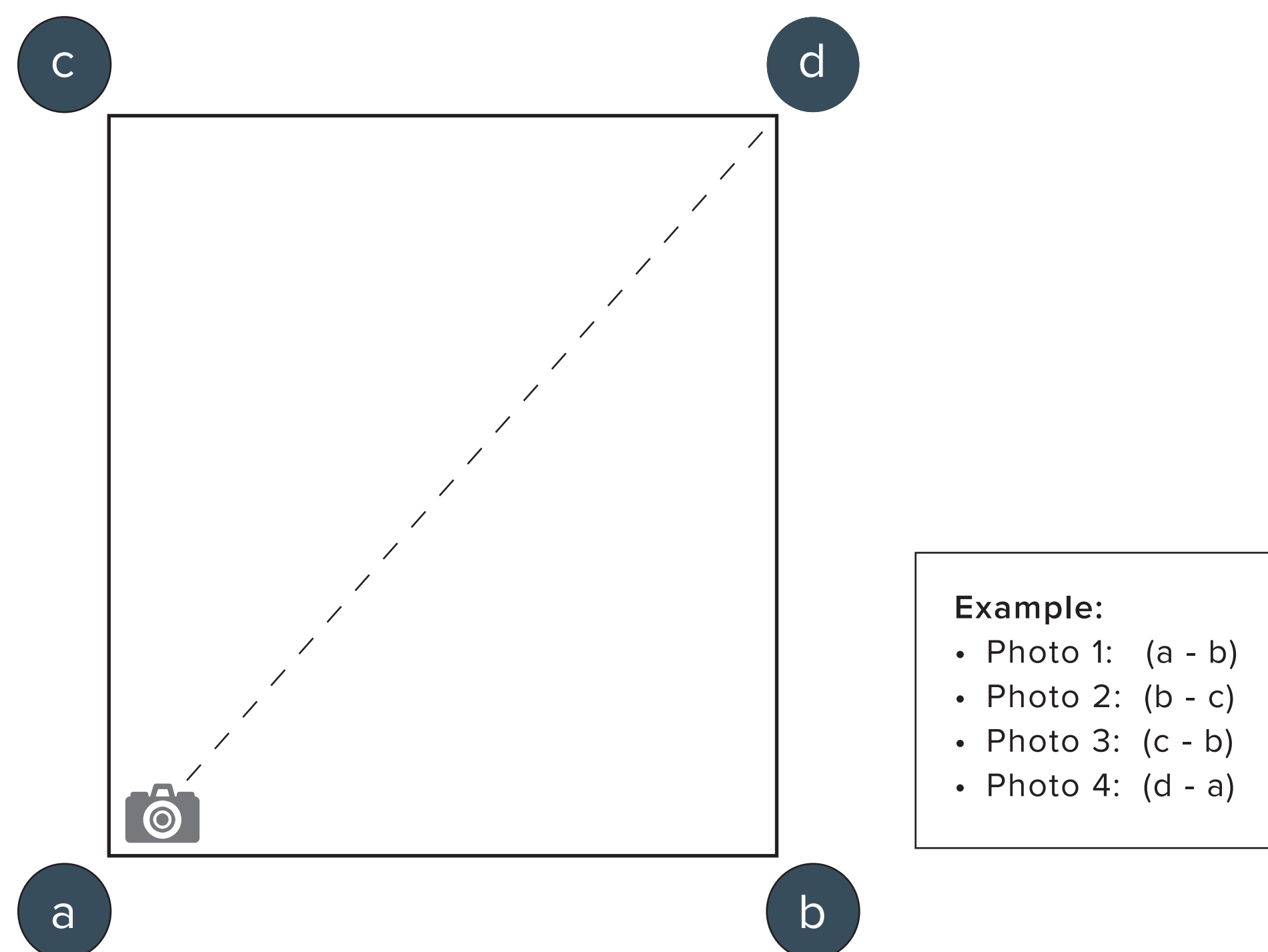
**GUIDELINES**

# 01. Take Photos Of Your Space(s)

# Take Photos Of Your Space(s)

## FOLLOW THESE EASY STEPS TO TAKE PHOTOS OF YOUR SPACE(S)

1. Use an electronic device of your choice to take photos of your space(s).
2. Stand in each corner of the room and take photos accross and diagonally.



3. If there is any additional detail you would like to show us, take a photo of that as well (examples: fire place, built-in cupboards, ceiling etc.)

4. Upload all these photos to your “My Account” page.

## SOME HELPFUL TIPS

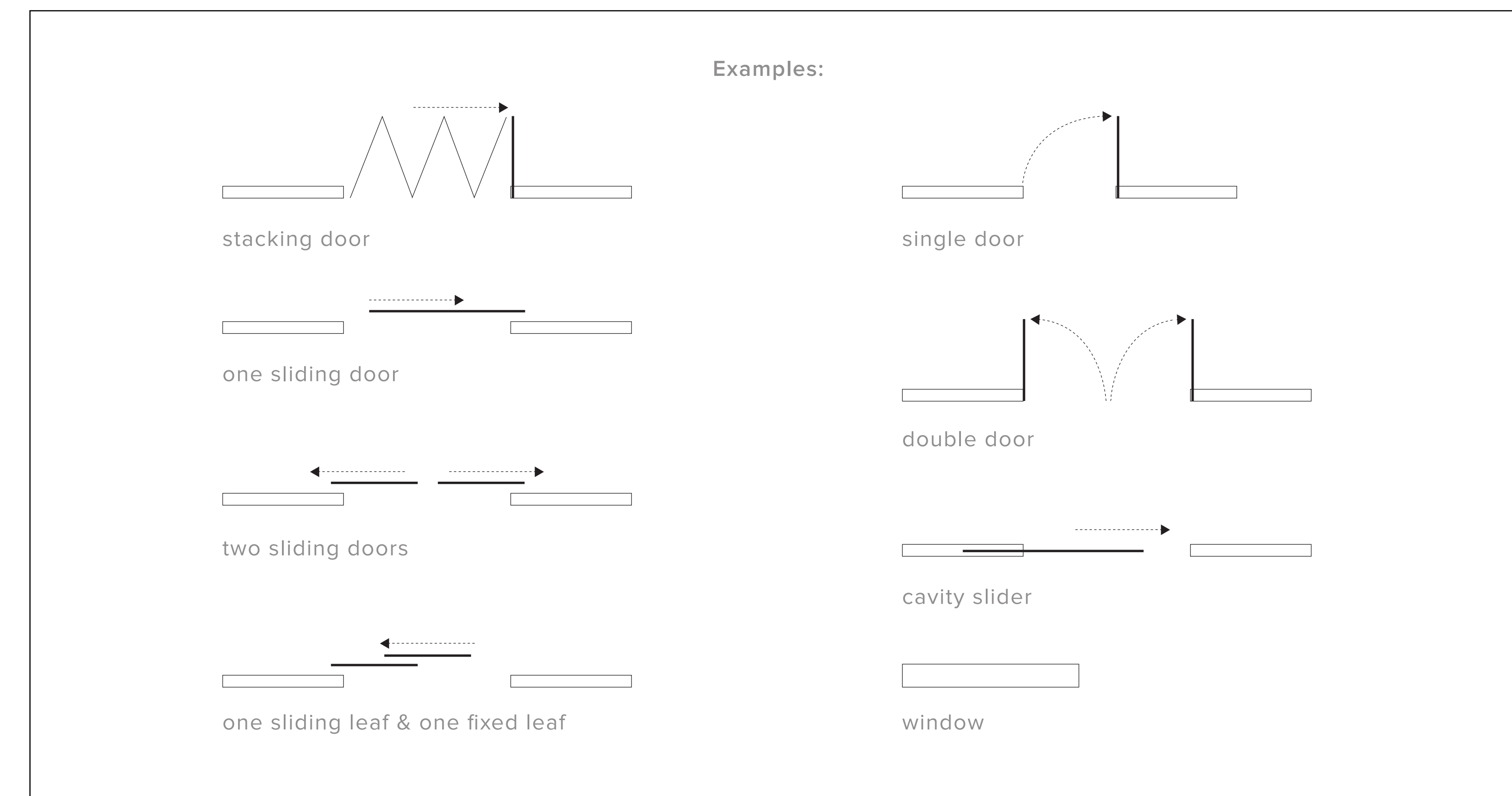
- Photos are best taken in natural day light.
- Photograph the entire wall from side to side and ceiling to floor.
- Take your photos in landscape format.

# 02. Measure Your Space(s)

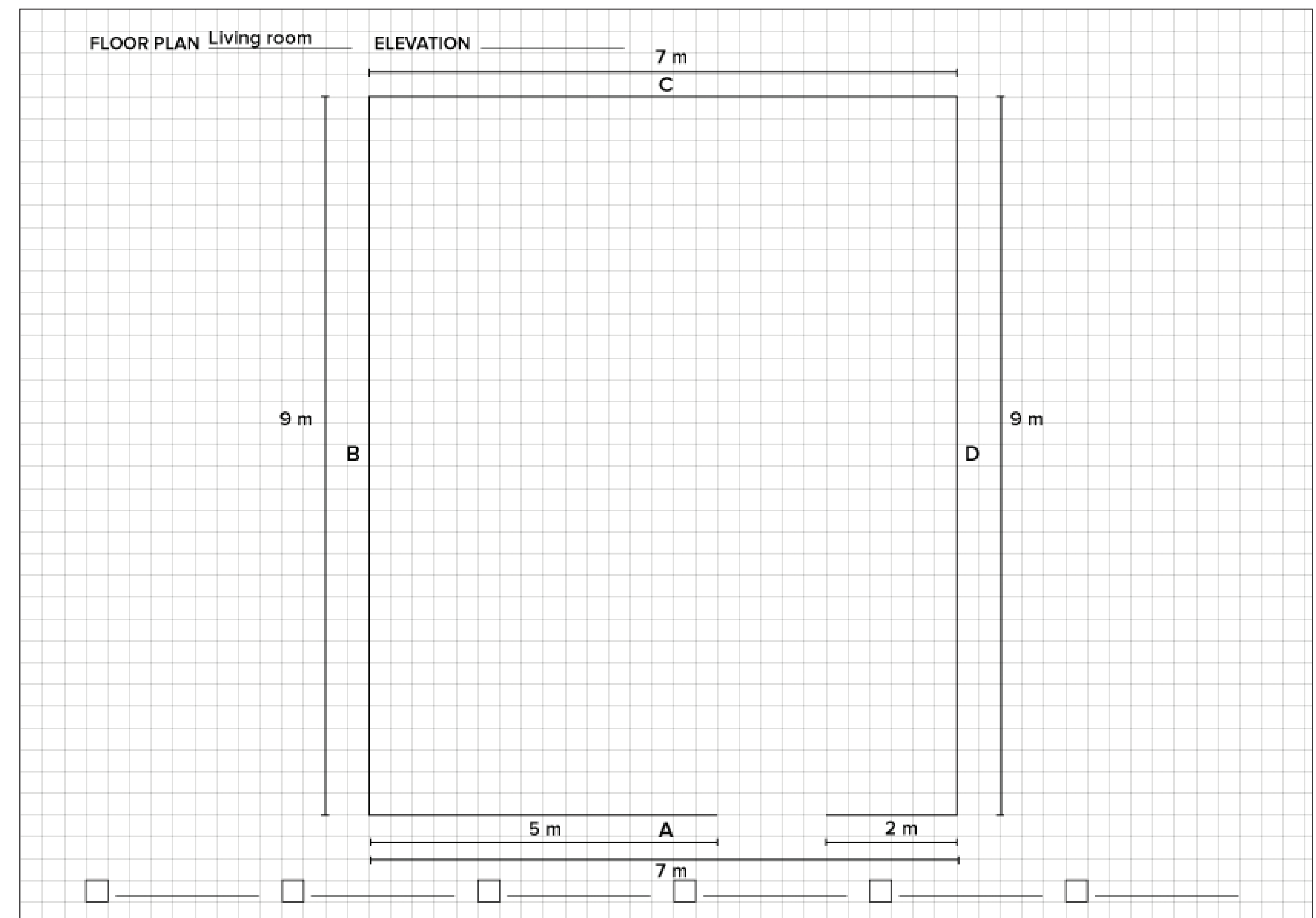
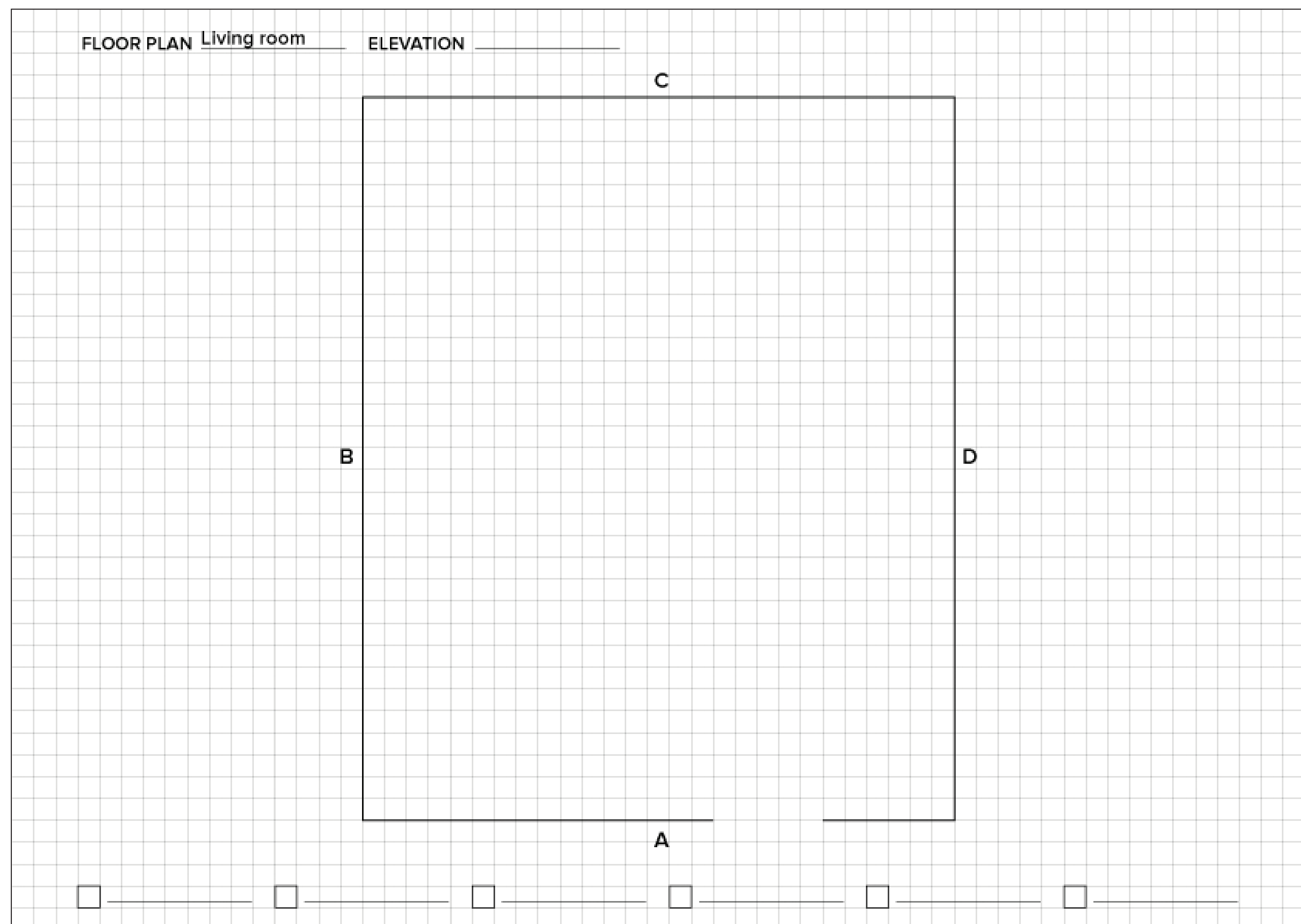
# Measure Your Space(s)

## AERIAL FLOOR PLAN

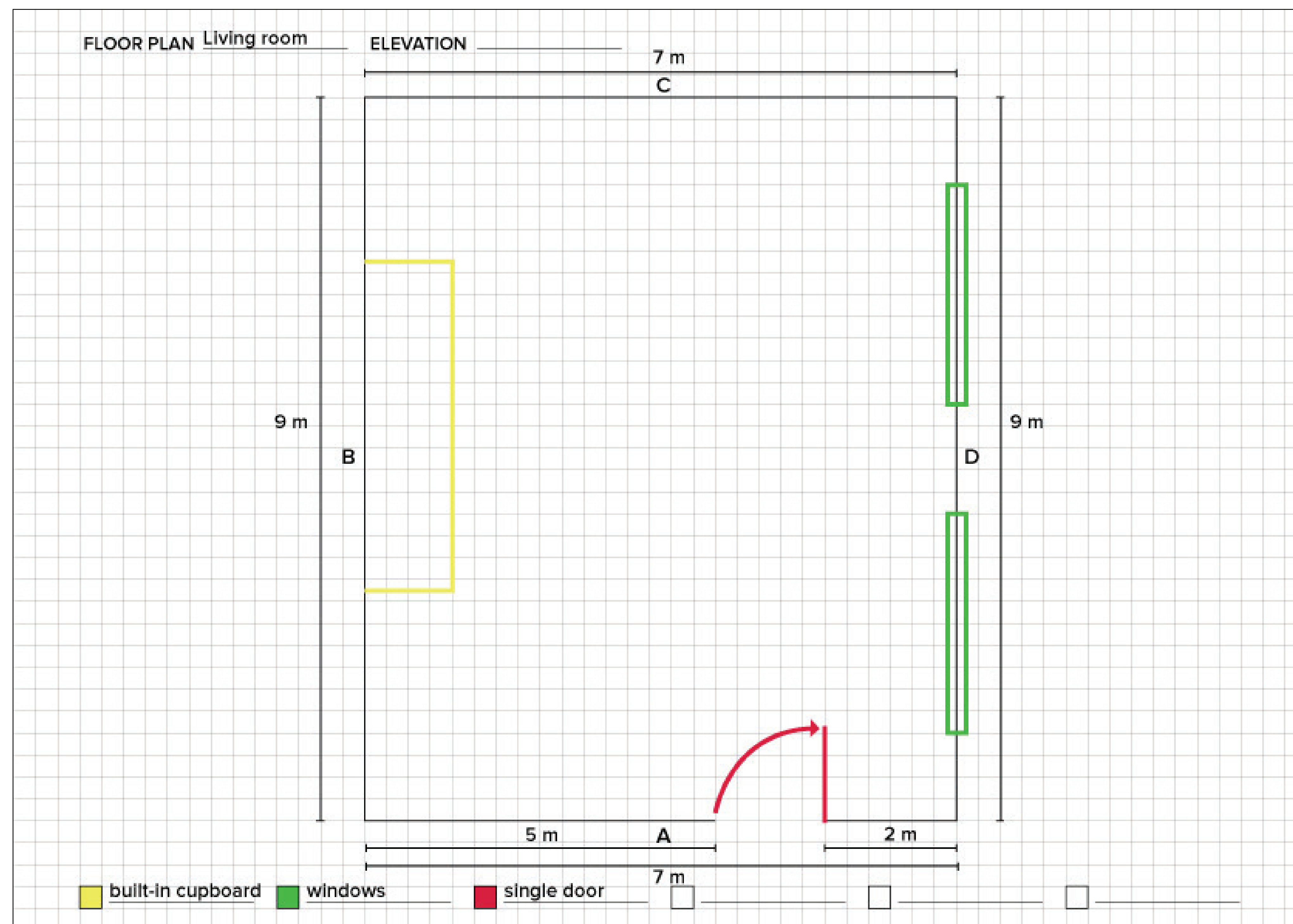
1. Download our easy to use grid / plan.
2. Stand in the doorway or at the entrance of your space, start drawing all the walls to create your floor plan and mark each wall alphabetically (This drawing does not have to be too scale, but the more accurate the better).
3. Use your measuring tape to go along the floor from wall to wall. Write down your measurements on the floor plan.
4. Use your measuring tape to go along the floor from wall to wall. Write down your measurements on the floor plan.
5. Draw all built-in items, doors and windows on your floor plan - indicate these in different colours. See examples of window and door illustrations.



# Measure Your Space(s)



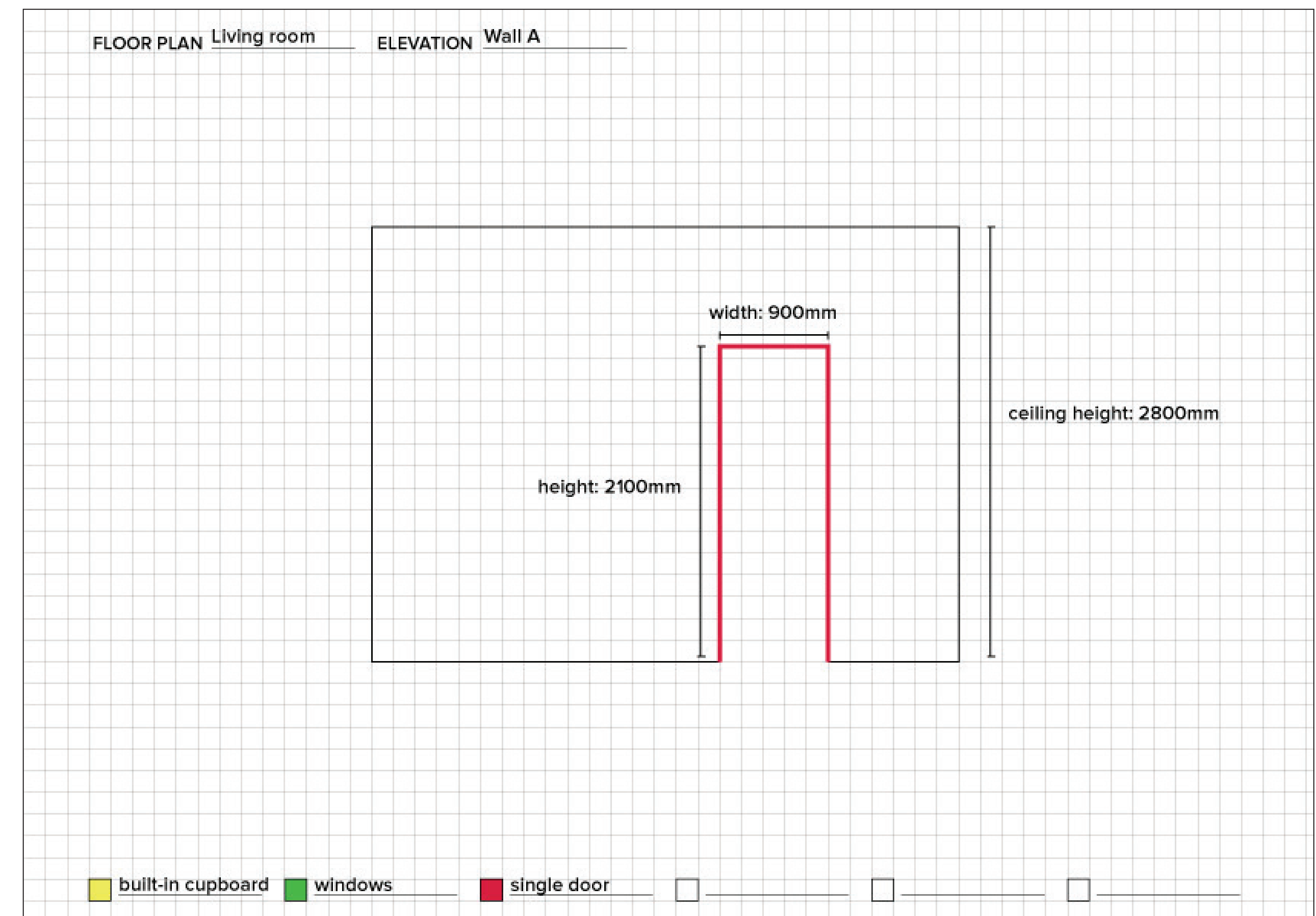
# Measure Your Space(s)



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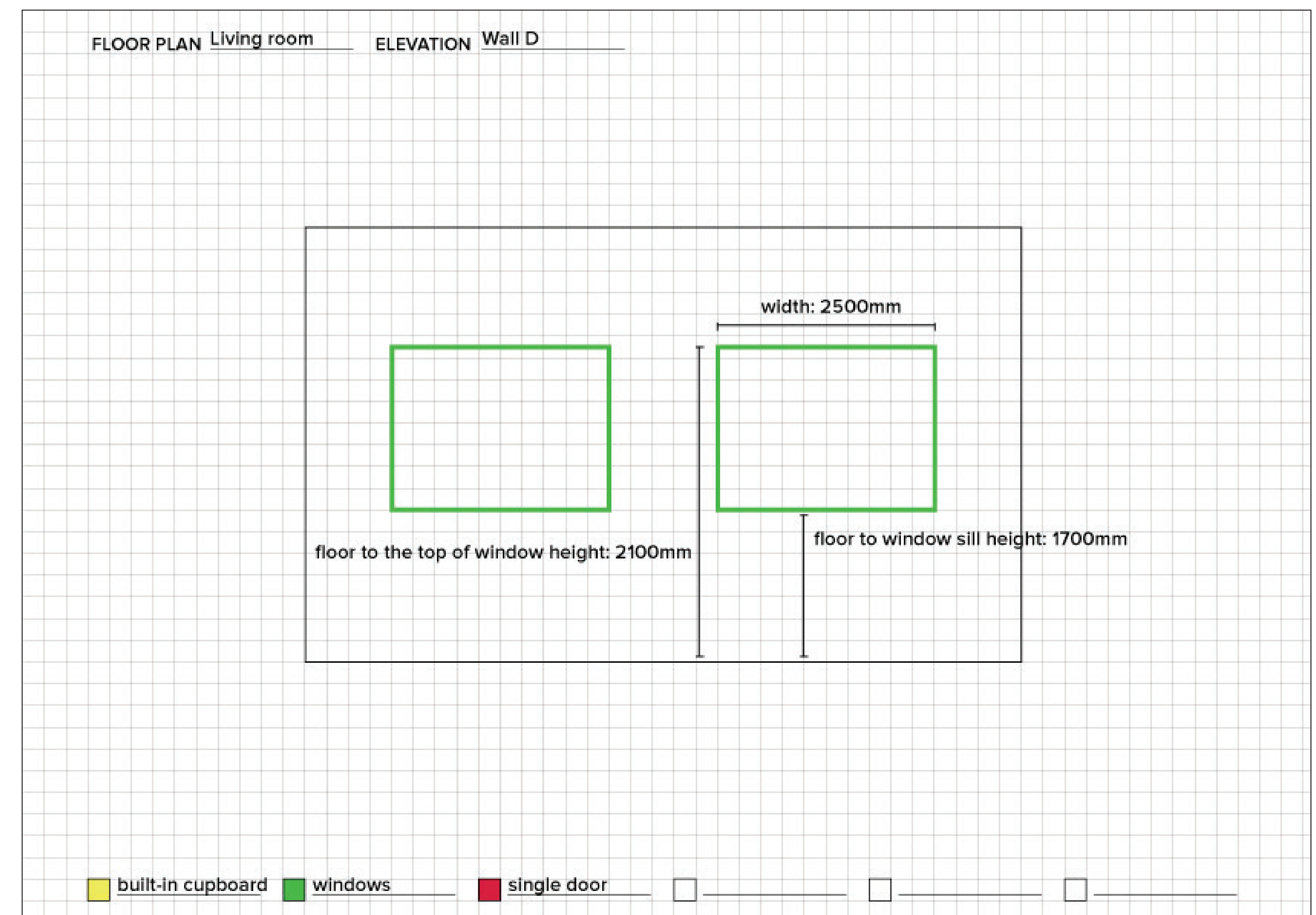
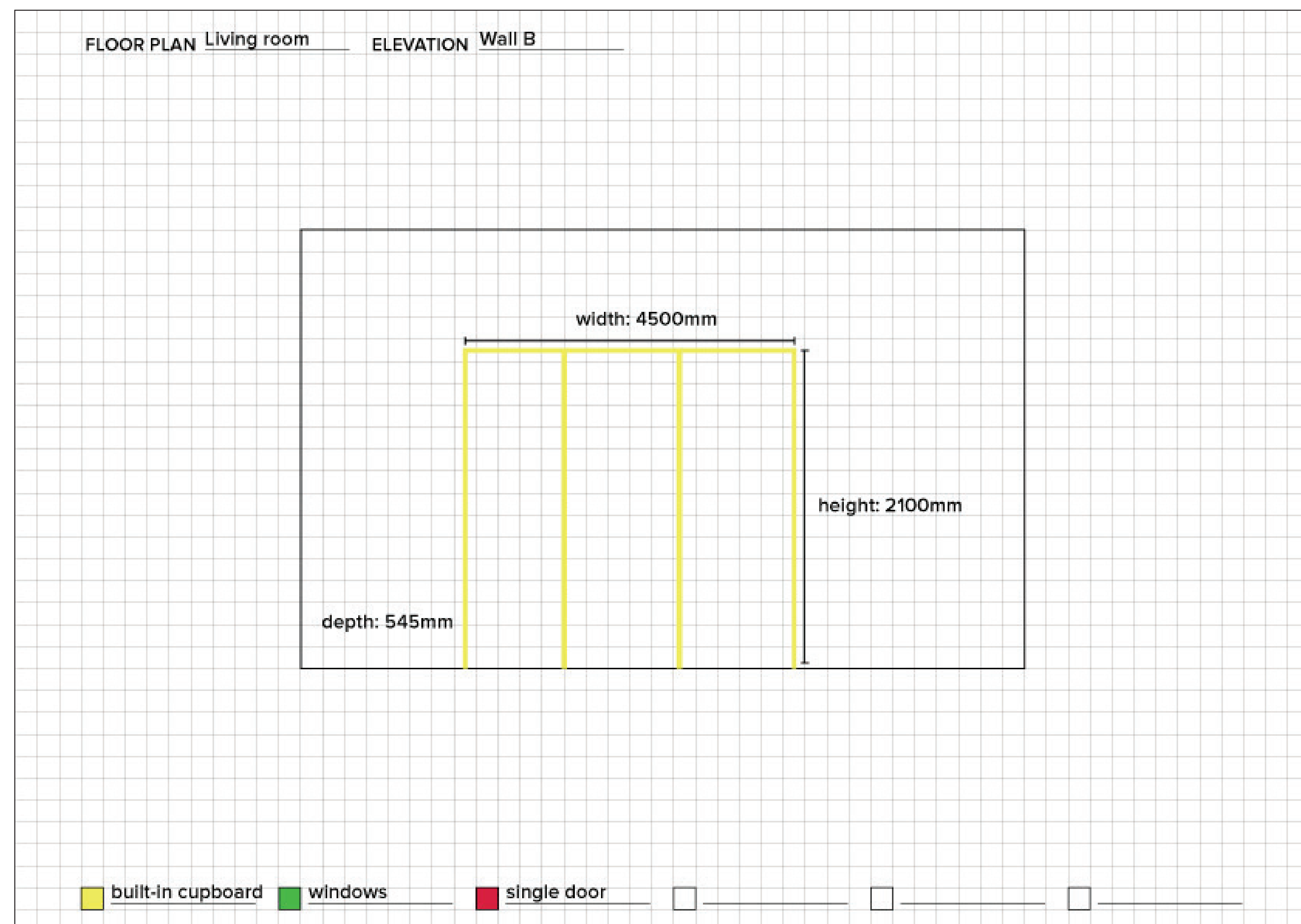
## ELEVATION DRAWING

1. Download our easy to use grid / plan.
2. Draw an elevation of each of the walls, labeling them according to your floor plan.
3. Draw all built-in items, doors and windows on your elevation. Use the same colours as per your floor plan.
4. Measure the height from floor to ceiling and indicate it on one of your elevation drawings.
5. Measure all built-in items, doors and windows and indicate it on your elevation.
  - **Built-in items:** width, depth & height
  - **Doors:** width & height
  - **Windows:** width & height (floor to window sill height & floor to the top of window height).
6. Upload your elevation drawings to your “My Account” page.





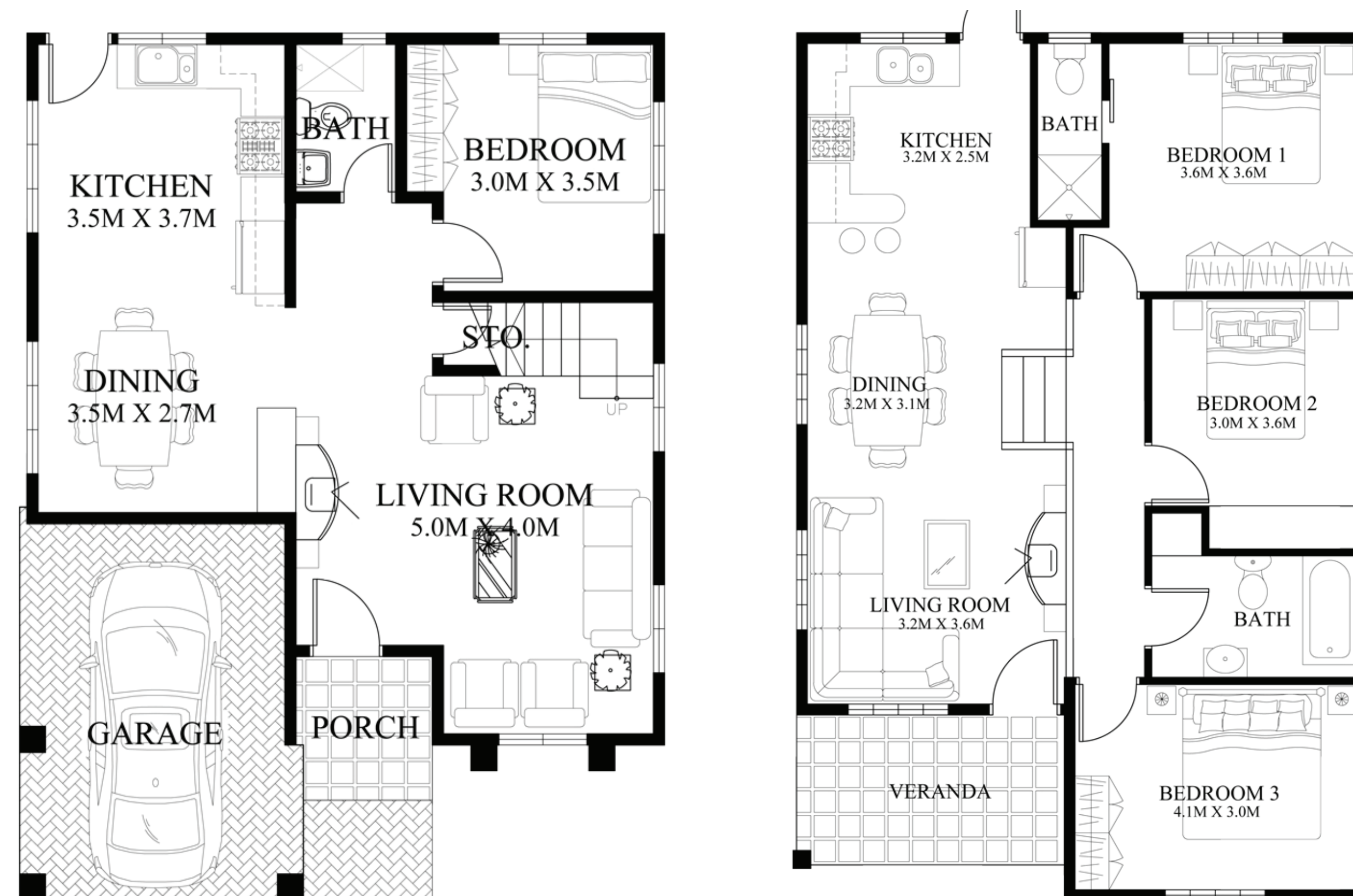
# Measure Your Space(s)



# Measure Your Space(s)

## ARCHITECTURAL DRAWING

If you have architectural drawings of your space(s), upload this to your “My Account” page.



## USEFUL TOOLS

- Paper (Downloadable grid / plan available)
- Different colour pens
- Ruler
- Measuring tape
- Camera / Camera phone

# 03. Measure Your Items ("Keepers")

# Measure Your Items (“Keepers”)

## FOLLOW THESE EASY STEPS TO MEASURE YOUR ITEMS

1. Make sure the items you’re considering work in your space.
2. Take photos of your items at an angle.
3. With a measuring tape, measure the width, depth and total height of your item.
4. Upload all these photos and measurements to your “My Account” page.

## SOME HELPFULL TIPS

- [www.mymeasuresapp.com/](http://www.mymeasuresapp.com/)
- Photos are best taken in natural day light.

Chair Example:



Fridge Example:



**“Now Put Pen On Paper And Let  
Your Creative Juices Flow”**