

1. Below is the PDF you will download, draw your office plan on and fax to 1-269-687-8894.



## Office Space Planning Guide

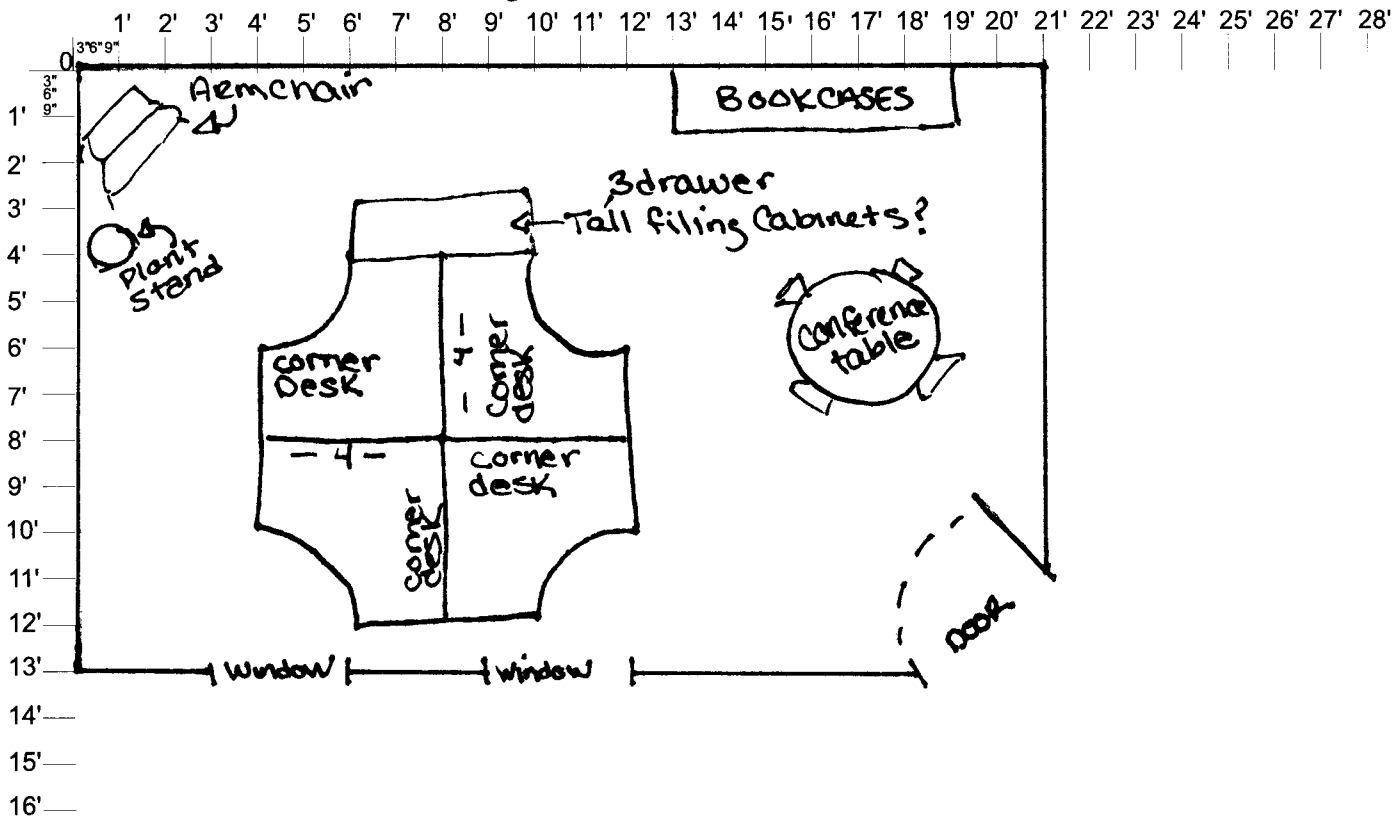
Fax this back to us at: 1-269-687-8894

Questions? Call us at: 1-866-387-9191

### Getting started...

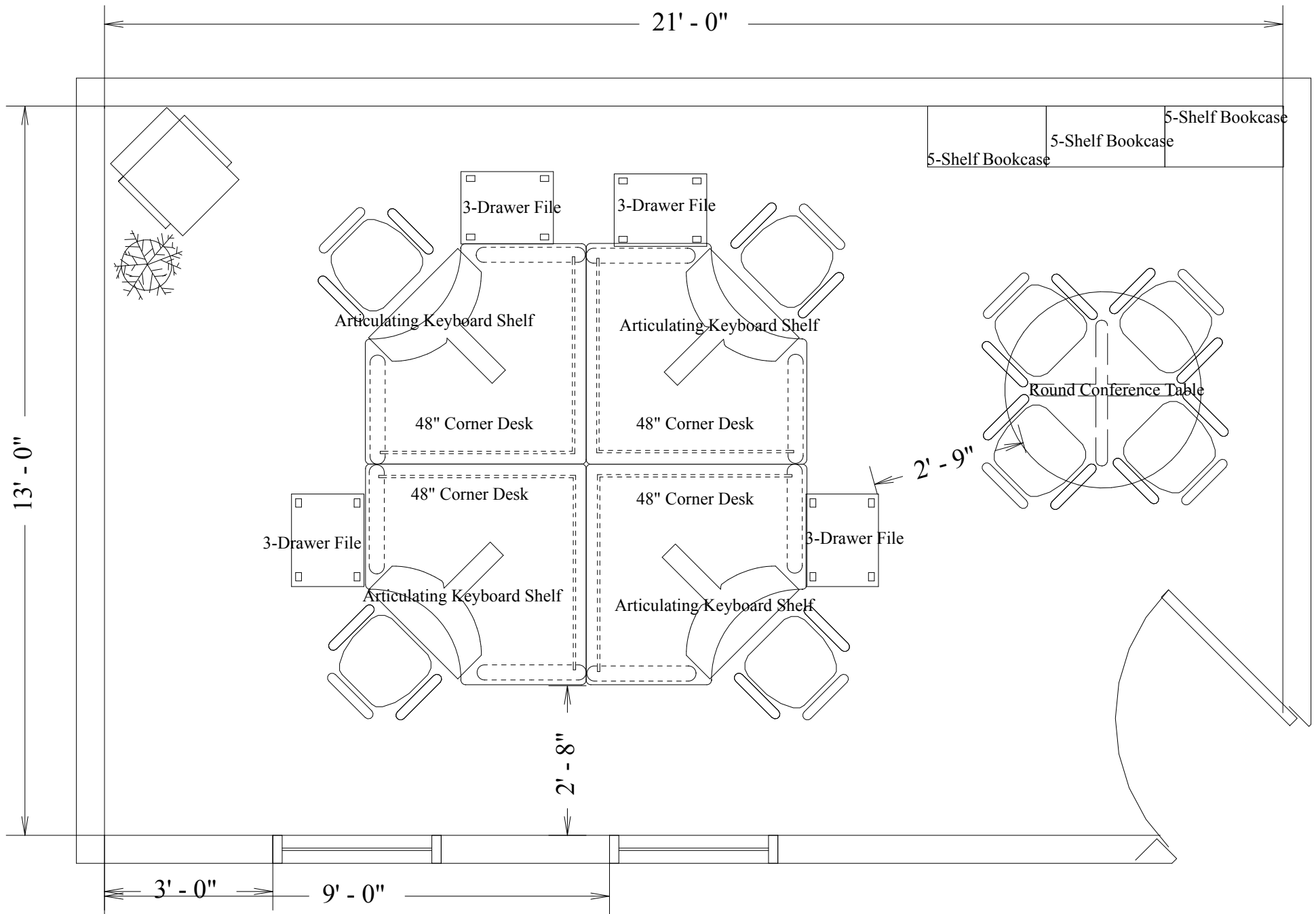
- Measure and draw office space below. Include written dimensions and locations of windows and doors (swing in/out.)
- Note phones, electrical outlets, vents, light switches, base boards, thermostats if they will affect furniture placement.
- How many workstations need to be in the office area? \_\_\_\_\_ What is the number of computers? \_\_\_\_\_
- Place a check for all that apply. Do you wish to include?  Lateral File  3-Drawer File  2-Drawer File  
 Hutch (overhead storage)  Keyboard Shelf  Pencil Drawer  Bookcases  Other storage \_\_\_\_\_
- Are visitor chairs required? How many? 1
- If multiple workstations, do they require a private or open environment? open

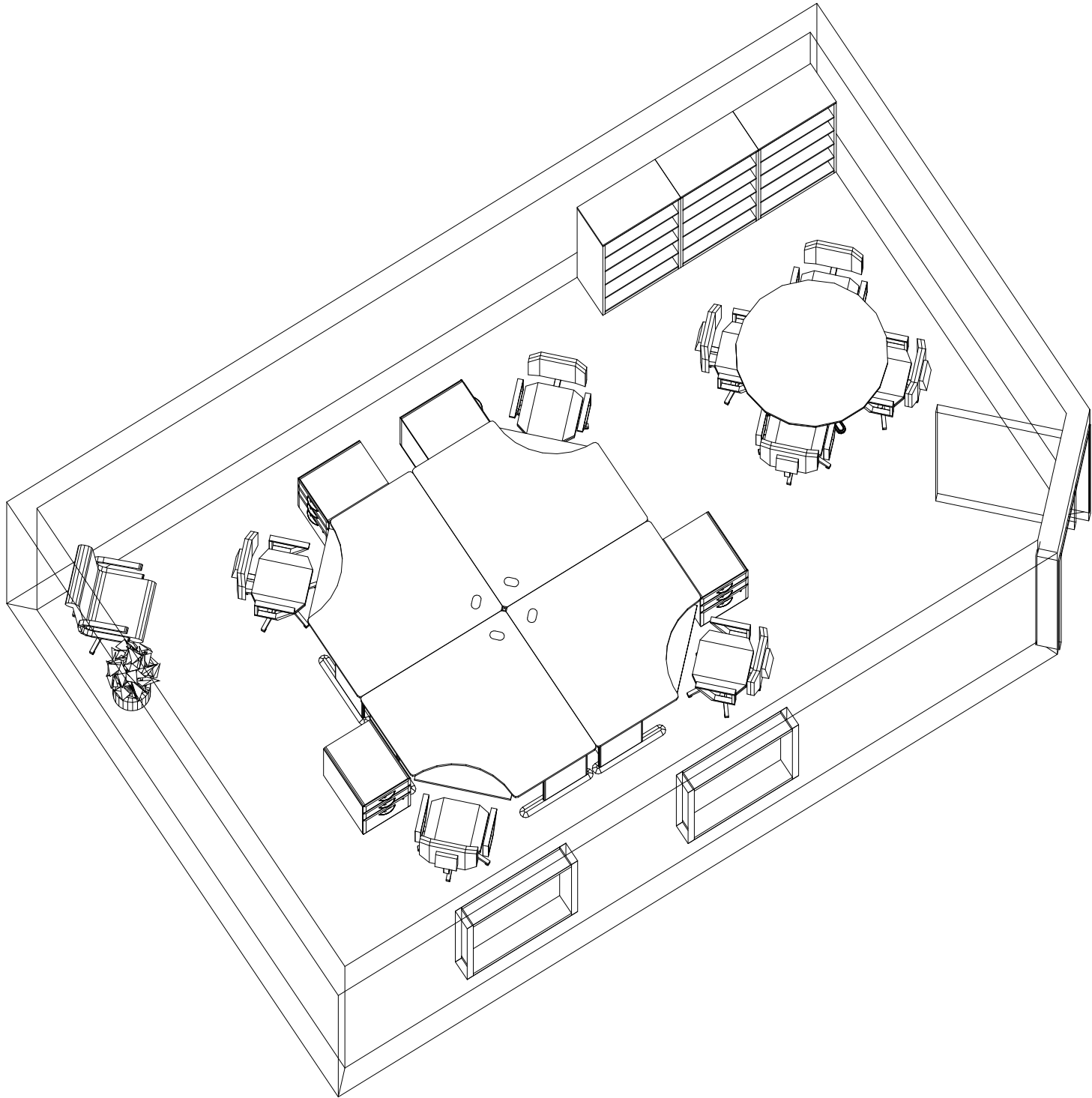
Furniture Collection Series A Typical # (if applicable) \_\_\_\_\_  
Finish (color) Hansen Cherry Delivery Option White Glaze / UPS?

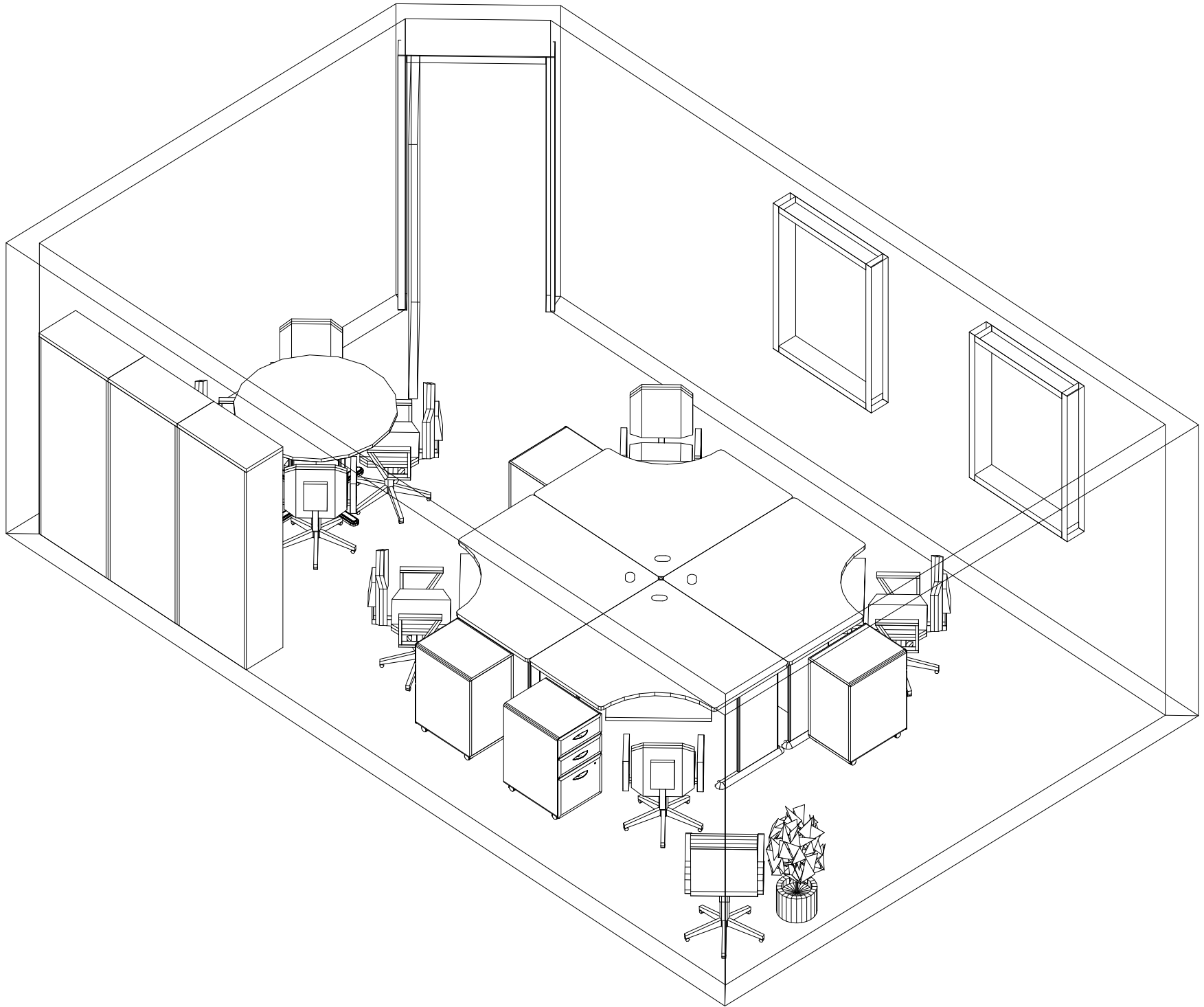


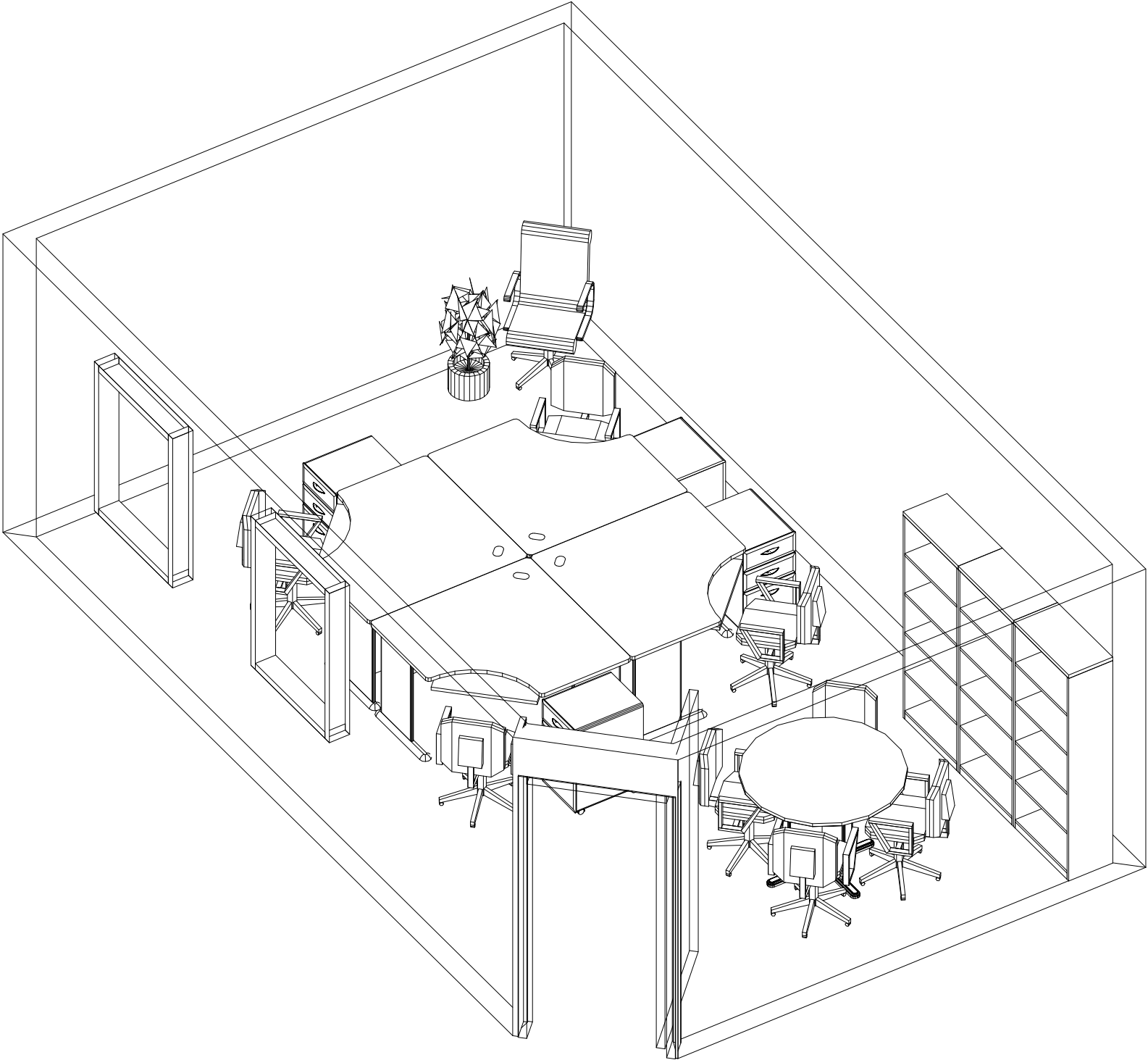
2. The following PDF pages are an example of your office plan that our Bush Office Planner Experts will fax or email back to you with product and order information.

# Project Number SMT53288









**Delivered & Installed**  
**White Glove Furniture Service™ by Bush**  
**Cubix Hansen Cherry/Galaxy**

<b>QTY</b>	<b>DESCRIPTION</b>	<b>SKU #</b>
4	48" Corner Desk	484596 (WC90466A)
4	3 Drawer File	484612 (WC94453)
4	Articulating Keyboard Shelf	484636 (AC99801-03)
3	5 Shelf Bookcase	494881 (WC94465)
1	42" Round Conference Table	484614 (TB90442A)

\*White Glove Furniture Service™ –We deliver, assemble and install your furniture in a single visit within 14 to 21 business days. We detail your furniture (adjustments of doors, drawers and floor levelers), carefully inspect and dust every surface, and remove all packaging.

## Series A: Hansen Cherry

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4	48 "Corner Desk	WC90466A
4	3 Drawer File	WC94453
3	5 Shelf Bookcase	WC94465
4	Articulating Keyboard Shelf	AC99801-03
1	42" Round Conference Table	TB90442A