



Office Space Planning Guide

Fax this back to us at: 1-888-812-6623

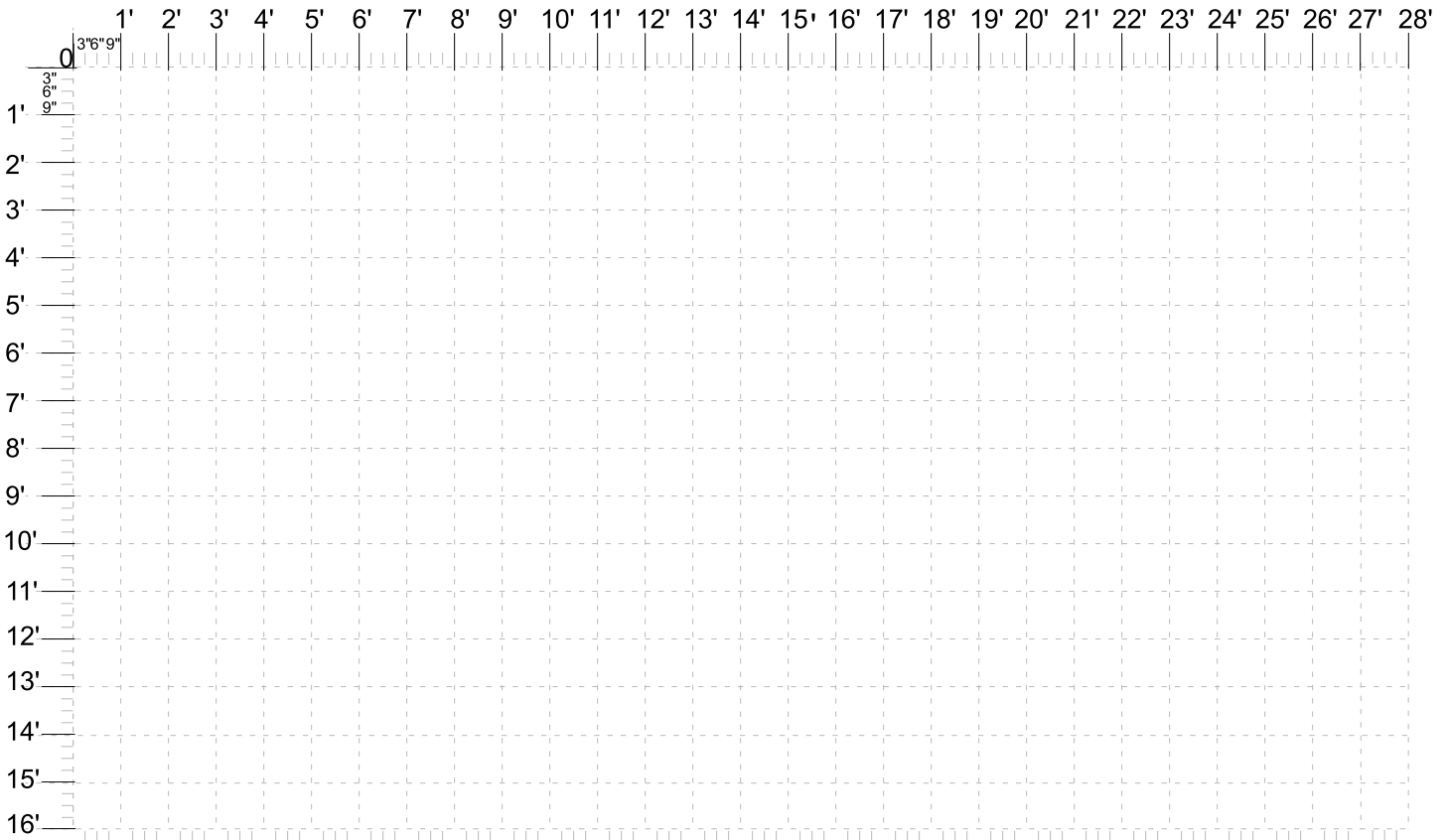
Questions? Call us at: 1-877-509-3704

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? _____
- If multiple workstations, do they require a private or open environment? _____

Furniture Collection _____ **Typical # (if applicable)** _____

Finish (color) _____ **Delivery Option** _____



IMPORTANT! Please fill out all information below to start your FREE space planning project.

Company Name: _____

Date: _____

Contact Person: _____

Phone#: _____

Address: _____

Fax#: _____

City/State: _____

E-mail address: _____

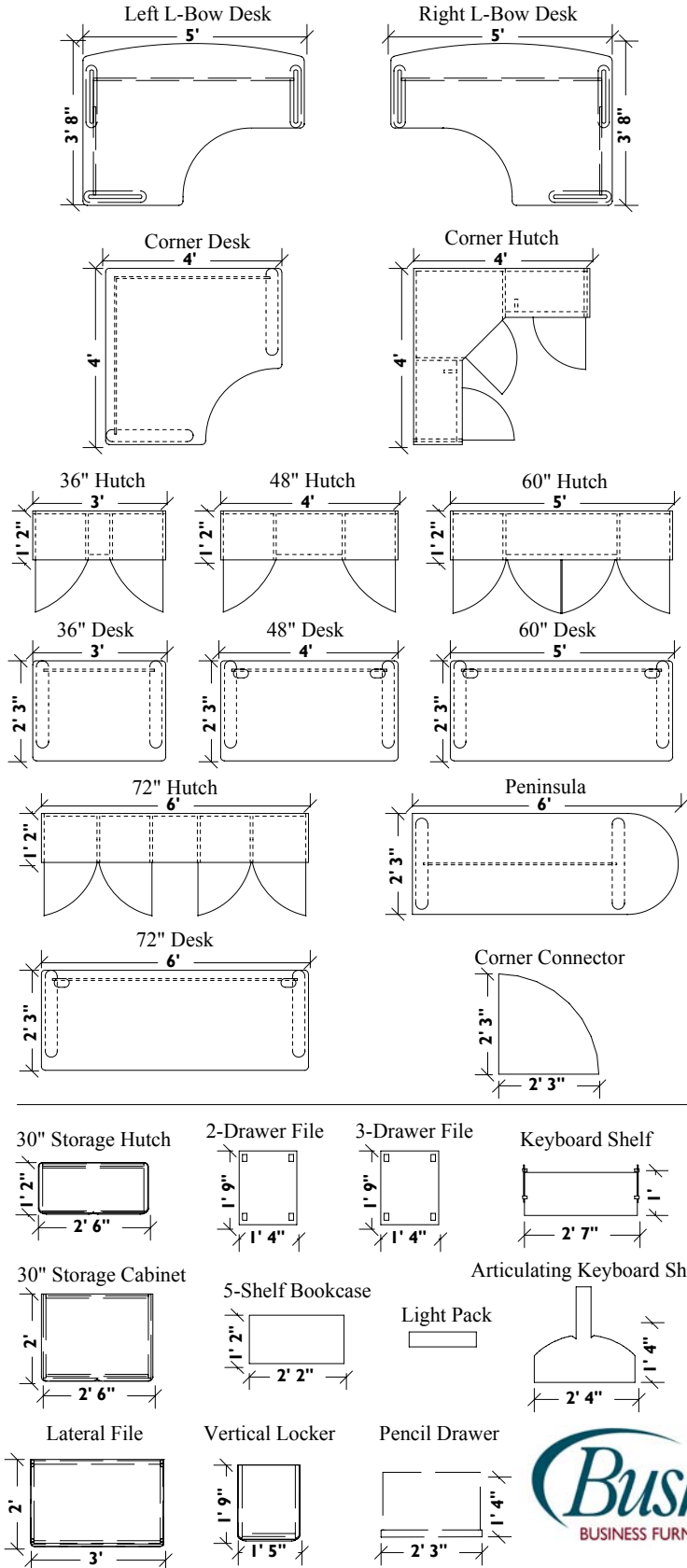
Zip Code: _____

Project Number: _____

Series A

Slate Pewter Beech Taupe Natural Cherry Hansen Cherry Light Oak

Check (✓) each item of interest or fill in a quantity.



- Right L-Bow Desk
- Left L-Bow Desk
- 36" Desk
- 36" Hutch
- 48" Desk
- 48" Hutch
- 60" Desk
- 60" Hutch
- 72" Desk
- 72" Hutch
- Corner Desk
- Corner Hutch
- Peninsula
- Corner Connector
- Lateral File
- 2 Drawer File
- 3 Drawer File
- 30" Storage Cabinet
- 30" Storage Hutch
- Vertical Locker
- 5 Shelf Bookcase
- Pencil Drawer
- Keyboard Shelf
- Articulating Keyboard Shelf
- 42" Round Conf. Table
- Racetrack Conf. Table
- Light Pack

