



Office Space Planning Guide

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

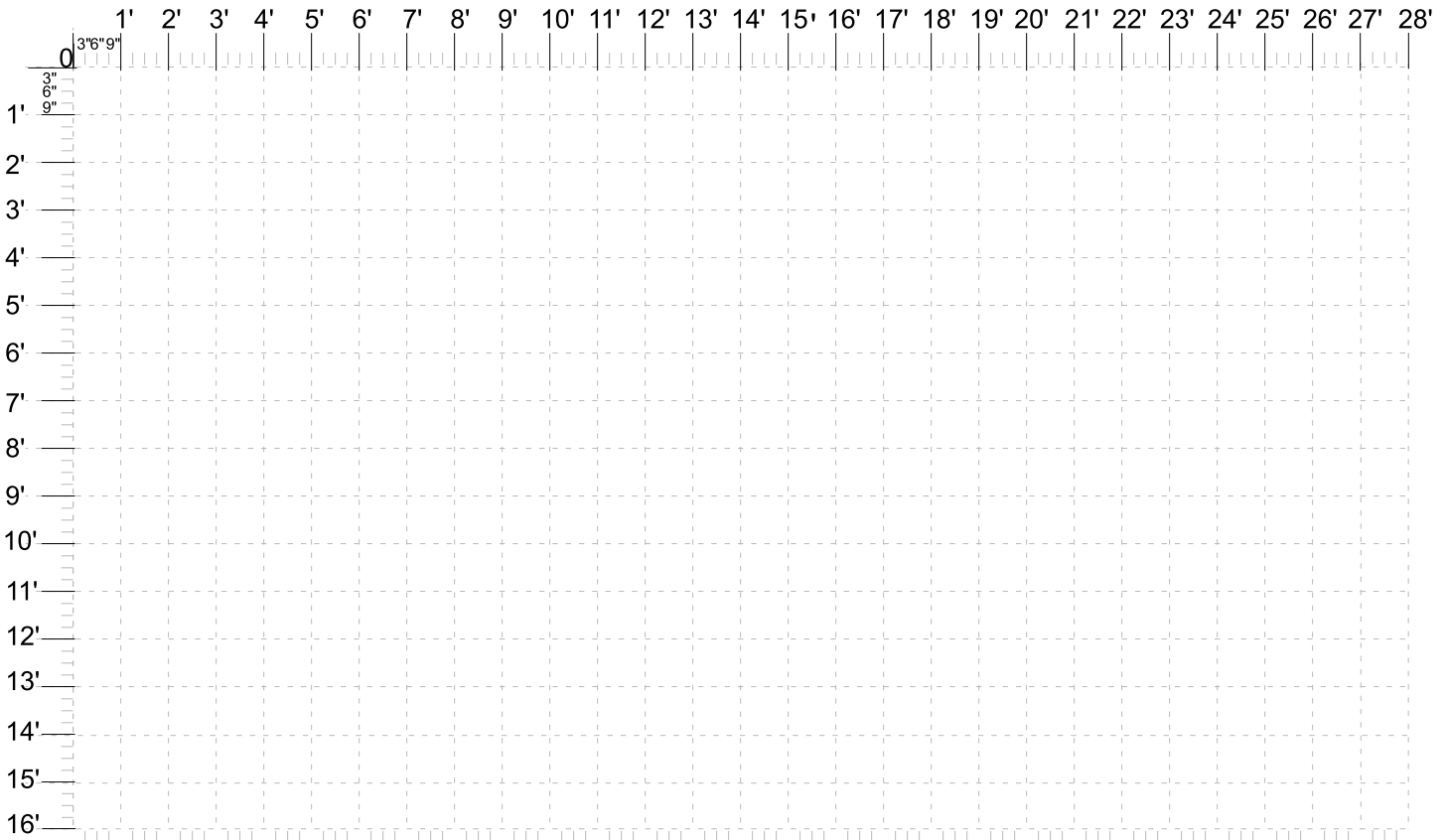
Questions? Call us at: 1-877-509-3704

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: _____

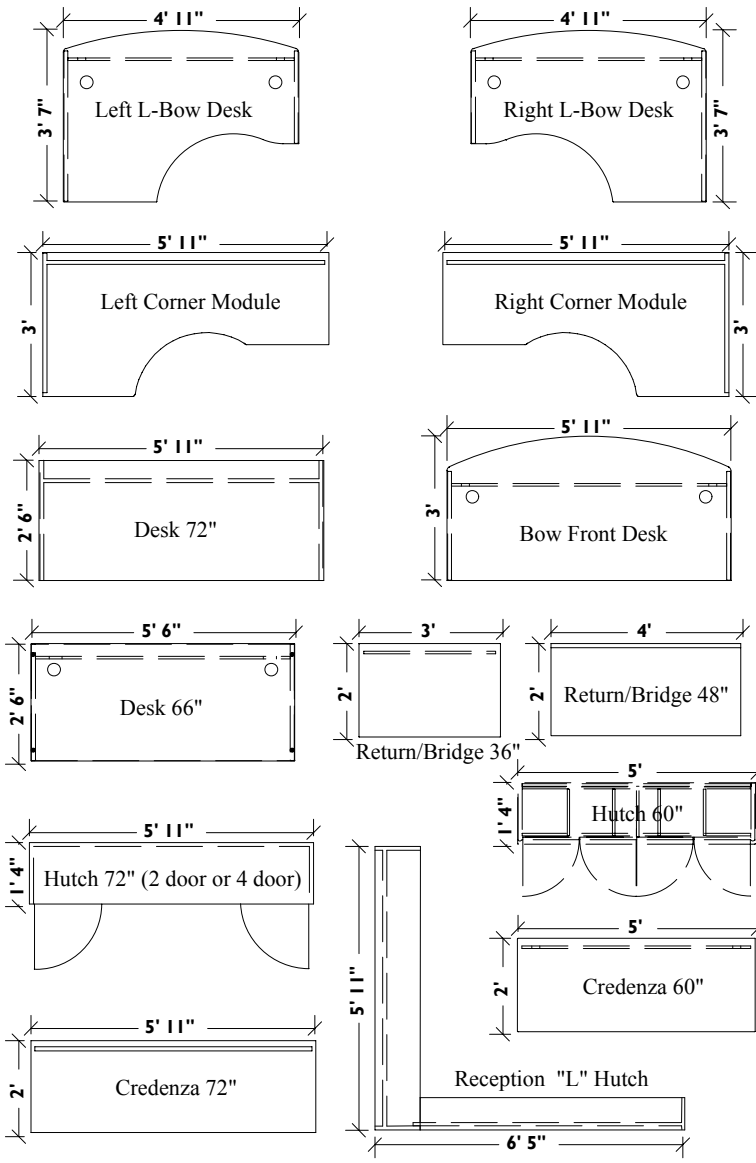
Zip Code: _____

Project Number: _____

Series C

___ Auburn Maple ___ Mahogany ___ Mocha Cherry ___ Natural Cherry ___ Hansen Cherry ___ Light Oak

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



___ Right L-Bow Desk

___ Left L-Bow Desk

___ Bow Front Desk

___ Desk 72"

___ Desk 66"

___ Right Corner Module

___ Left Corner Module

___ Return Bridge 48"

___ Return Bridge 36"

___ Credenza 72"

___ Credenza 60"

___ Hutch 72" 4-Door

___ Hutch 72" 2-Door

___ Hutch 60"

___ Hutch 30" 2-Door

___ Reception "L" Hutch

___ Storage Cabinet 30"

___ Lateral File

___ 2 Drawer File

___ 3 Drawer File

___ 3/4 Pedestal

___ Open Double Bookcase

___ Open Single Bookcase

___ Half Height Door Kit

___ Pencil Drawer

___ Keyboard Shelf

___ Articulating Keyboard Shelf

___ 42" Round Conf. Table

___ Racetrack Conf. Table

___ Light Pack

