



Contract Design International LLC

"Connecting Dealerships with Designers"

Programming Notes – HMI Action Office

PLEASE FAX COMPLETED FORM TOLL-FREE TO 1-866-234-1661

Date of Request: _____ Due Date: _____ "RUSH" required? _____ (less than 72 hr. turn-around)

Dealer Name: _____ Contact: _____

Phone: _____ Mobile: _____ Fax: _____ Email: _____

Project Name: _____ Location: _____

Scope of Work: _____

Submittal Requirement:

Commercial _____ GSA _____ Final-quote w/ Design _____ Budgetary (w/Design) _____ Budgetary (no Design) _____

Based on Typical _____ # of Typical _____

Contract #(s) _____

Drawings Required: Building Shell _____ Plan _____ 3-d _____ Elevation _____

Drawing Format: AutoCAD _____ PDF _____

Specification Format: SP4 _____ PDF _____ SIF _____ XLS _____

Panel Surface(s): _____ Panel Height(s): _____ Panel Type(s): _____ Power Location(s): _____

Hard _____ 32" _____ N _____ Baseline _____

Fabric _____ 39" _____ C _____ Beltline _____

Tackable Acoustical _____ 47" _____ R _____ Power Entry: _____

Acoustical _____ 53" _____ J _____ Base _____

Partial-Glazed _____ 62" _____ E _____ Ceiling _____

Glazed _____ 67" _____ L _____ #Receptacles/WS _____

Open Frame _____ 85" _____ G _____

Trim Finish: _____ Connectors: _____

Cable Management Finish _____ Hard _____

Panel Fabric or Finish _____ Fabric _____ COM(s) _____

COM info: _____

Worksurfaces: Square-Edge _____ Radius-Edge _____ Flex-Edge _____ Vary-Easy _____

Finish: _____ Edge: _____ Grommets _____ Wire Mgmt _____ Type _____

Worksurface Supports: Laminate _____ C-Leg _____ H-Leg _____ Finish _____

Notes, Specials, Other: _____

Overhead Storage: FDU ___ 7-1/2" Shelf ___ 15" Shelf ___ Finish ___

Task Lights: Standard ___ Energy Efficient ___ Dimmer ___ No Dimmer ___ Finish ___

Pedestals: Meridian ___ Quadrant ___ Pull Style ___
F/S ___ Mobile ___ Support ___ Suspended ___ FF ___ BBF ___ BF ___ Finish: _____

Pedestal Accessories: Utility Tray ___ Standard Compressor ___
Other _____

Lateral Files: Meridian Spec-a-File ___ Pull Style ___ Top ___ Base ___ Counterweight ___ Interior _____
of Units ___ Size(s) _____ Unit Configuration(s) _____ Finish _____
Other _____

Storage Cases: ___ # of Units ___ Size _____ Top ___ Base ___ Pull Style ___ Finish _____

Storage Towers: ___ # of Units ___ Size _____ Pull Style ___ Configuration _____ Finish _____

Lockable Storage: Keyed-Alike ___ Random Key ___ Non-Locking ___

Accessories:

Tackboard ___ 12" ___ 16" ___ 20" ___ Other _____ Data ___ Data/Comm ___ Fabric _____

Toolbar ___ Finish ___ Specify Trays/Quantity Each _____

Tool Rail ___ Finish ___

Markerboard ___ Finish ___

Pencil Drawer ___ Finish ___

Keyboard Tray ___ Make/Model #/Finish _____

Other: _____

Seating: NIC ___ Included ___ – Programming Sheet Attached

Qty Task: ___ Qty Guest: ___

Notes, Specials, Other:

** Please attach separate page(s) of any additional programming information, sketches, field-dimensions, specs, etc..*