



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..*

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