



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:

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