



Programming Notes - Freestanding

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 ___

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

Drawing Format: AutoCAD ___ PDF ___

Specification Format: SP4 ___ PDF ___ SIF ___ XLS ___

Workstations/Offices:

Manufacturer: _____ Furniture Line: _____ Finish: _____ Edge Detail: _____

Pull Style: _____ Pull Finish: _____

Quantity of Each Desk Configuration: L ___ U ___ Desk/Credenza ___ Modesty Panel Height: _____

Grommet Location(s): _____ Electrical: _____ Data: _____ Wire Management: _____

Overhead Storage Height: _____ Location: _____ Door Style: _____ Tackboard Fabric: _____

Paper Management: _____ Tasklight: _____

Pedestals: Integrated ___ - Locations _____ F/S ___ Mobile ___ FF ___ BBF ___ BF ___

Pencil Drawer: ___ KBT: ___ Make/Model #/Finish _____

Lateral Files: # of Units: ___ Size: ___ w x ___ d x ___ high Front-to-Back ___ Side-to-Side ___

Storage Units: # of Units: ___ Size: ___ w x ___ d x ___ high Unit Configuration: _____

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

Seating: NIC ___ Included ___ - Seating Programming Sheet Attached

Notes, Specials, Other:

Conference Room(s):

Manufacturer: _____ Furniture Line: _____ Finish: _____ Edge Detail: _____

Table Top: Shape _____ Size _____ Power/Data _____

Base(s) _____ Ganging _____

Qty _____ Location(s) _____

Conference Seating: NIC ___ Included ___ - Programming Sheet Attached

Lectern: ___ Type _____ Buffet: ___ Size _____ Visual Board: ___ Size _____

Other Conference Furniture Required: _____

Training Room(s):

Manufacturer: _____ Furniture Line: _____ Finish: _____ Edge Detail: _____

Tables: Qty ___ Shape _____ Size _____ Power/Data _____

Base(s) _____ Ganging _____

Training Seating: NIC ___ Included ___ - Seating Programming Sheet Attached

Lectern: ___ Type _____ Visual Board: ___ Size _____

Other Training Room Furniture Required: _____

Notes, Specials, Other:

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