



# Office Space Planning Guide

Fax this back to us at 1-314-821-3033

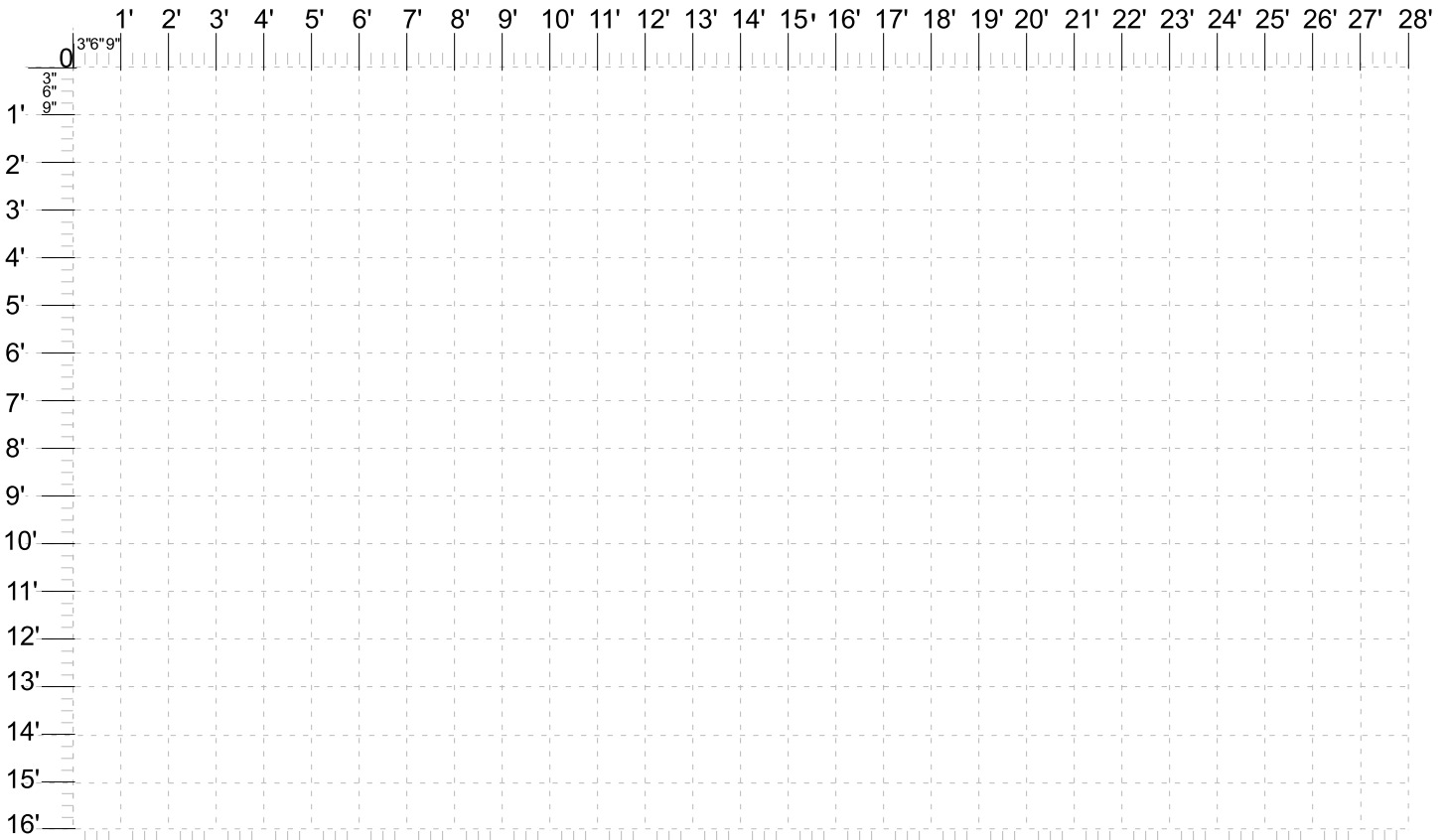
Questions? Call 1-877-284-9500

## 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:** \_\_\_\_\_

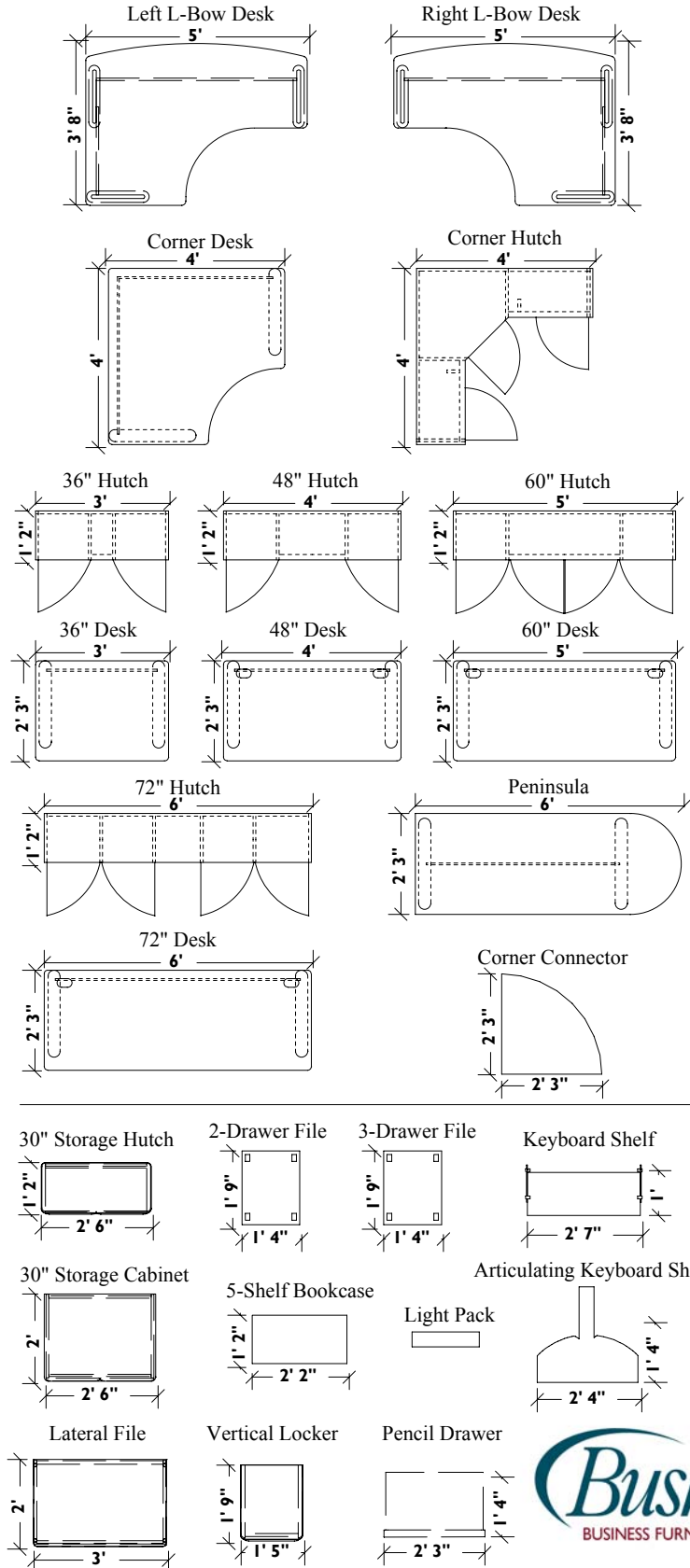
**Zip Code:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

# Series A

Slate  Pewter  Beech  Taupe  Natural Cherry  Hansen Cherry  Light Oak

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



- Right L-Bow Desk
- Left L-Bow Desk
- 36" Desk
- 36" Hutch
- 48" Desk
- 48" Hutch
- 60" Desk
- 60" Hutch
- 72" Desk
- 72" Hutch
- Corner Desk
- Corner Hutch
- Peninsula
- Corner Connector
- Lateral File
- 2 Drawer File
- 3 Drawer File
- 30" Storage Cabinet
- 30" Storage Hutch
- Vertical Locker
- 5 Shelf Bookcase
- Pencil Drawer
- Keyboard Shelf
- Articulating Keyboard Shelf
- 42" Round Conf. Table
- Racetrack Conf. Table
- Light Pack

