

Space Planning Request Form



Allermuir - Allseating - Berco - CCN - Calyx - Fellowes - func
Homecrest - Indiana Furniture - Leland - Safco - Senator - Tayco

Please complete and return along with any relative documents/sketches

Date Submitted: _____ # of Wkst / Offices _____
Dealer Name: _____ OED Representative: _____
DSR Name: _____ DSR Phone: _____
Project Name: _____ Dealer City: _____ State: _____

Pricing:

Select Contract: ☐ Commercial ☐ State Contract (State): _____ ☐ GSA Other: _____

Reminders:

☐ Include Cad File, if available. If no Cad file is available, please include dimensions of space or product.
☐ Include drawing sketch / typical
Custom Products: ☐ Yes, to be requested if necessary ☐ No, use closest standard product
☐ N ☐ Y Rendering (may extend lead time) - Finish selections required (Cannot show specific edge/pulls)

Casegoods

Manufacturer & Series: _____ Surface Material: ☐ TFL ☐ HPL ☐ Veneer
Finish Selections: _____ Pull Style/Color: _____ Edge Style: _____
Tackboard Fabric Grade: _____ Mill: _____ Pattern/Color: _____
Grommets ☐ N ☐ Y - Locations: _____

Indicate any power needs, or accessories either below or on sketch.

Tables

Conference - Manuf & Series: _____	Surface: ☐ TFL ☐ HPL ☐ Veneer
Training - Manuf & Series: _____	Surface: ☐ TFL ☐ HPL ☐ Veneer
Break Rm - Manuf & Series: _____	Surface: ☐ TFL ☐ HPL ☐ Veneer
Occasional - Manuf & Series: _____	Surface: ☐ TFL ☐ HPL ☐ Veneer

Note any options to be specified, such as base, edge style, Power needs, Finishes, etc.

Seating

	Fabric Grade
Task - Manuf & Series: _____	
Guest - Manuf & Series: _____	
Conference - Manuf & Series: _____	
Training - Manuf & Series: _____	
Lounge - Manuf. & Series: _____	
Breakrm Chair / Stool - Manuf & Series: _____	

Note any options to be specified, such as arm, back, base style, chair functions, finishes, etc.

Product will be quoted in the lowest finish grade & basic model if not specified otherwise.

Other Items

Manufacturer & Series:

Workstations / Panels

☐ **Tayco Switch Quickship** -*indicates what items are available on QS (limited product, sizes and finishes)

☐ **Tayco Switch:**

☐ Laminate*

☐ Non-acoustic Fabric*

☐ Glazed **(Include sketch of segment config.)**

☐ Gallery Panel*

☐ Frameless Glass*

☐ Frameless Acrylic

☐ **Tayco Cosmo** **(Include sketch of panel styles with desired materials locations):**

Type of Tiles:

☐ Laminate

☐ Tackable/Acoustic

☐ Perforated Metal

☐ Acrylic

☐ Magnetic WB

☐ Pass-thru

☐ Accessory

☐ Beltline Access

Stackers:

☐ Framed Tile

☐ Framed Acrylic

☐ Frameless Glass

☐ Frameless Acrylic

☐ Standard

☐ Elevated

Door:

☐ Swing

☐ Sliding

☐ Sliding-Lockable

Panel Height(s): _____

Kickplate style:

Indicate storage needs on sketch/drawing **(undersurface storage is only available in laminate)**

Flipper Door overhead:

☐ Metal Face

☐ Laminate Face

☐ **No Electrical Needed.**

☐ **Electrical Needed*:**

Infeed:

☐ Base

☐ Ceiling

Ceiling Height: _____

Communication Modules

☐ Y

☐ N

*Indicate panels to be powered on plan

Finish Selections, Finish Materials and/or Finish grades:

Trim/paint

Fabric/ Fabric Grade

Worksurface Laminate

Grommet Style & Finish

Storage Finish

Laminate tiles

Glass/Acrylic

☐ Clear

☐ Frosted

Other

Product will be quoted in the lowest finish grade & basic model if not specified otherwise.

Indicate any grommet locations or accessories either below or on sketch.

Notes