

# Space Planning Request Form



Allermuir - Allseating - Artopex - Berco - CCN - Calyx - ESI - Fellowes - Indiana Furn - Magnuson Grp - Safco - Senator - Woodstock

Please complete and return along with any relative documents/sketches

Date Submitted: \_\_\_\_\_ Date Requested: \_\_\_\_\_ # of Wkst / Offices \_\_\_\_\_  
 Dealer Name: \_\_\_\_\_ OED Representative: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ Dealer City: \_\_\_\_\_ State: \_\_\_\_\_

## Pricing:

Select Contract: Commercial GSA State Contract (Specify State): \_\_\_\_\_ 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: \_\_\_\_\_

Indicate any grommet locations, 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**

Artopex Axel \*

Artopex Nano\*

Other \_\_\_\_\_

Fellowes Choices

Fellowes Choices Less is More

Fellowes Capture \*

Panel height

+ Stacker height

=Overall Panel Height

**\*Include sketch of panel styles with desired materials**

Stacker style:

Fabric

Framed Glass

Frameless Glass

Kickplate style: \_\_\_\_\_

Doors: Sliding (Axel & Choices) Hinged (Choices & Capture)

**Electrical:**

Infeed: Base Ceiling Ceiling Height: \_\_\_\_\_

# of Duplexes per user \_\_\_\_\_ Communication Data plates/openings \_\_\_\_\_ USB \_\_\_\_\_

Location of outlets: Ground/Raceway Beltline (above worksurface) Under Surface (Axel)

Storage (indicate needs on sketch/drawing): Metal Laminate

**Finish Selections, Finish Materials and/or Finish grades:**

Trim/paint \_\_\_\_\_

Fabric/ Fabric Grade \_\_\_\_\_

Worksurface Laminate \_\_\_\_\_

Grommet Finish \_\_\_\_\_

Laminate tiles \_\_\_\_\_

Glass stackers Clear Frosted Other \_\_\_\_\_

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**