

Workspace Design Request

- Include all required drawings with request form
- Please inform Workspace Design of all mock-ups

Mock-Up	
Mock-Up Required	<input type="checkbox"/>
Mock-Up Due:	_____

Date of Request: _____ Project Due Date: _____

Project Request Information

Requested By: _____ Dealer: _____
 Email: _____ Address: _____

Client Information

Client: _____ New
 Location/Address: _____ Existing
 _____ GSA

Project Scope	Competition
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# of workstations: _____	Competitors (manufacturer and product):
# of private offices: _____	Allsteel <input type="checkbox"/> _____
# of storage units _____	Herman Miller <input type="checkbox"/> _____
Budget: _____	Haworth <input type="checkbox"/> _____
	Knoll <input type="checkbox"/> _____
	Steelcase <input type="checkbox"/> _____
	Teknion <input type="checkbox"/> _____
	Other: <input type="checkbox"/> _____
	Incumbant: _____

Product

System Laminate
 Bench Metal Storage
 RockIt Tables
 Planna Ergonomics
 Storwal (Electrified Storage)

Delivery /Shipping

Ship To:
 Dealer Location Direct to Client Other

Shipping Address:

Any special provisions for delivery (ie. city centres, weekends, specific hours)? *additional fees may be applied

Notes:
