

# Workspace Design Request Form

Include all required drawings with dimensions or CAD file when submitting request form

## Project Request Information

Date of Request: \_\_\_\_\_ Project Due Date: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ Dealer: \_\_\_\_\_  
 Sales or Independent Rep: \_\_\_\_\_ Customer Service Rep: \_\_\_\_\_  
 New Client: \_\_\_\_\_ Existing Client: \_\_\_\_\_ Government: \_\_\_\_\_ RFP: \_\_\_\_\_  
 Will there be special delivery? ( ex. direct to site, weekend delivery, etc) Yes: \_\_\_\_\_ No: \_\_\_\_\_

## Deliverables

Currency: US \_\_\_\_\_ Individual Typical Only: \_\_\_\_\_ Condensed Package with Budget Pricing: \_\_\_\_\_  
 CAN \_\_\_\_\_ Full Floor Take Off (min. 1 week): \_\_\_\_\_ Complete Package with Final Pricing: \_\_\_\_\_

\*\*Please note full floor take-off requires approved typical design prior to proceeding  
 \*\*Design fees apply after Revision 5, contact designrequest@myinscape.com for more details

## Project Scope

## Product:

Number of workstations: \_\_\_\_\_ Systems: \_\_\_\_\_ Laminate  
 Number of private offices: \_\_\_\_\_ Bench: \_\_\_\_\_ Metal Storage  
 Number of storage units: \_\_\_\_\_ RockIt \_\_\_\_\_ Tables  
 Budget: \_\_\_\_\_ Planna: \_\_\_\_\_ Ergonomics  
 Mock-Up Required: Yes: \_\_\_\_\_ No: \_\_\_\_\_ Storwal (Electrified Storage)

## Typical Design and Options

Systems Frames: 2.75" 3.5" \_\_\_\_\_ Bench: \_\_\_\_\_  
 64"H 57"H 51"H 44"H 37"H 29"H 24"H Full Height: \_\_\_\_\_ Partial Height: \_\_\_\_\_ Stack-On Frames: \_\_\_\_\_  
 Tiles: Painted: \_\_\_\_\_ Magnetic Fabric: \_\_\_\_\_ Tackable Fabric: \_\_\_\_\_ Nuform: \_\_\_\_\_ Paper Management: \_\_\_\_\_ Whiteboard: \_\_\_\_\_  
 Electrical: Base Feed: \_\_\_\_\_ Ceiling Feed: \_\_\_\_\_ Number of Receptacles Per User: \_\_\_\_\_  
 2+2 Power: \_\_\_\_\_ 3+1 Power: \_\_\_\_\_ Inscape Providing Data: \_\_\_\_\_ Data to be Sourced Locally: \_\_\_\_\_  
 Base: \_\_\_\_\_ Beltline: \_\_\_\_\_ Upper Deck: \_\_\_\_\_  
 Worksurfaces: Fixed: \_\_\_\_\_ Pneumatic: \_\_\_\_\_ Electric: \_\_\_\_\_  
 Veneer: \_\_\_\_\_ Laminate: \_\_\_\_\_ Premium Laminate: \_\_\_\_\_ Nuform Classic: \_\_\_\_\_ Nuform Select: \_\_\_\_\_  
 Tapered Edge: \_\_\_\_\_ Straight Edge: \_\_\_\_\_  
 Storage: 9900 Series: \_\_\_\_\_ Grid Series: \_\_\_\_\_ Laminate Case Goods: \_\_\_\_\_ Storage with Handles: \_\_\_\_\_ Handle Selection: \_\_\_\_\_  
 Mobile Ped: \_\_\_\_\_ RockIt Cargo: \_\_\_\_\_ Fixed Pedestal/Lateral/Bookcase: \_\_\_\_\_ Overhead Storage: \_\_\_\_\_  
 Accessories: Monitor Arm: \_\_\_\_\_ Whiteboard: \_\_\_\_\_ Add-On Glazing: \_\_\_\_\_ Stack-On Glazing: \_\_\_\_\_  
 Cable Tray: \_\_\_\_\_ Power Module: \_\_\_\_\_ Worksurface Divider: \_\_\_\_\_ Table Mounted Privacy/Modesty: \_\_\_\_\_  
 Sizes/Notes: \_\_\_\_\_