

Quill's Space Planner Survey

Call 800.634.0321 x1864 for assistance

As you plan your new space, the points below will assist us in making a free and effective recommendation for the design and layout of your space.

Furniture Specialist _____ Extension _____

Account Number _____ Account Name _____

Contact Name _____ Phone _____

Fax Number _____ E-mail _____

Shipping Address _____

City _____ State _____ Zip _____

Date Delivery Needed By _____

Company: _____ No. of Workstations Needed _____

Top five (5) goals and objectives of the project:

1. _____
2. _____
3. _____
4. _____
5. _____

Estimated Project Budget \$ _____ Installation Services Required _____

Install Date Needed _____

Office Areas: Executive _____ Manager _____

General Office _____ Sales/Team Areas _____

Reception Breakroom Mailroom Conference Rooms Dock

Systems Workstation - Panel/Privacy Requirements:

Preferred Manufacturer/Series:

Privacy Level Needed: Low Level 36-45" High Range Mid Level 45-62" High Range Max. 62-80" High Range

Combined Low-to-High Stepped Approach Privacy Screen Divider

Glazed Windows 1/2 Panel 1/2 Glazed Standard Fabric Grade Upgrade Fabric

Workstation Accessories:

Overhead Storage: Open Shelf Closed Pedestals per Station 1 2 3

Lateral Files (1) 30" W or (1) 36" W Includes Keyboard

Worksurface Depths 24" 36" Corners Support Panel Legs

Panel System Electrical Requirements:

Electrical System No Base Electric Electrified Bases Worksurface Level Local Code

Per Workstations Needed: Tasklights or Electric Power In-Feed Points (Check 1 below)

of Dedicated Circuits ____ # of Duplexes ____ of Data Ports ____ Floor Ceiling Wall

Fax your completed survey and grid (to download the planner grid, [click here](#)) to: 800.634.4860.