



S.P. Richards Company  
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thefurnitureteam  
 S.P. RICHARDS COMPANY

## DRAWING REQUEST FORM

### DEALER INFORMATION

DATE:

\*DEALERSHIP:  \*ACCOUNT #:

\*CONTACT NAME:

\*PHONE:  \*EMAIL:

### PROJECT INFORMATION

\*PROJECT NAME:  END-USER BUDGET:

COMPETITIVE LINE(S):

DESIGN OBJECTIVE:  Price/Budget  Product Features  Aesthetic  Creativity  Best Use of Space

### END-USER INFORMATION

\*CONTACT NAME:

\*PHONE:  \*EMAIL:

\*INSTALLATION ADDRESS:

(Street, City, State, Zip Required)

**\*2D Floor Plan Must Be Provided** (Dimensioned PDF or CAD Drawing) - Refer to Field Measuring Guide

### PRODUCT INFORMATION

DESIRED MANUFACTURER(S):

PRODUCT TYPES:  Veneer Desking  Laminate Desking  Steel Desking  Workstations  Seating  
 (check all that apply)  Conference  Tables  Educational  Storage  Other:   
 L-Shape  U-Shape  Reception  Executive  Other:

LAYOUT TYPE: Panel Height:   Monolithic  Segmented  Frame & Tile  Glass Top  
 Panel Type:  Tackable/Acoustical  Non-Tackable  Laminate

WORKSTATIONS: Finish Color:  Paint Color:

Worksurface Depth:  24"  30" Color:  Edge:  T-Mold  Edgeband

Power Options:  Base Feed  Ceiling Feed  None

# of Outlets per Station:  Data:  Yes  No

Storage:  Overheads  Lateral Files  BBF Ped  FF Ped  Mobile Ped  
 Freestanding Ped  Storage Tower

Overall Dimension of Station:  # of Stations Needed:

STORAGE:  Lateral File  Vertical File # of Drawers Needed:   Storage Cabinet  
 Bookshelf  Heavy Duty  Fireproof  Other:  Finish:

SEATING TYPE:  Mesh Back  Upholstered Back  Plastic Back  Arms  Castors  
 Glides  Wood Upholstery Fabric:

NOTES:

\*REQUIRED INFORMATION