



S.P. Richards Company
 Corporate Headquarters
 6300 Highlands Parkway, Smyrna, GA 30082
 Email: InteriorDesign@sprich.com

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 Work Stations 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 Fire Proof Other: Finish:

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

NOTES:

*REQUIRED INFORMATION