



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

ANTICIPATED ORDER DATE:

PROJECT NAME: END-USER BUDGET:

COMPETITIVE LINE(s):

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

END-USER INFORMATION

WINNING PROBABILITY:

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: