



Request for Design Assistance Checklist-Fax to: 773.523.0686
(Must include with all design requests)

Title of Project: _____

Dealership: _____

Return Project to: _____ Phone: _____ Fax: _____

Project Type: [] Commercial [] GSA [] Union

Product Line: [] Modular WorkStations (MW) Edge Choice: [] Round Edge [] Square Edge
[] Quorum Panel Systems (MPS) Edge Choice: [] Bull Nosed-Edge (Only)
[] Zapf Freestanding (ZF) Edge Choice: [] Bull Nosed-Edge [] Square Edge
[] Zapf Panel System (ZP) Edge Choice: [] Bull Nosed-Edge [] Square Edge
[] Pronto Desk System

Laminate: [] Standard [] Custom Laminate choice: _____

Grommet Location (see page ZP3) [] A [] B [] C [] D [] E

Fabric: [] Grade #1 [] Grade #2 [] Grade #3 Fabric choice: _____

Panel Heights: Quorum Zapf Zapf Open Bottom Zapf Clear Story (16") Zapf Tiled
[] 34"/39"H [] 33"H [] 49"H [] 49"H Preconfigured
*See page 6 for [] 42"/47"H [] 41"H [] 65"H [] 65"H [] 49"H
Special Fabric [] 48"/53"H [] 49"H [] 81"H [] 81"H [] 65"H
Direction Options* [] 62"/67"H [] 57"H Half Glazed Full Glazed [] 81"H
[] 80"/85"H [] 65"H [] 65"H [] 65"H Build to Spec
[] 81"H [] 81"H [] 49"H [] 81"H

Glass or Acrylic Panes: [] Tempered Glass [] Acrylic Panels

Power required: [] Base Feed [] Ceiling Feed # of receptacles per workstation: _____

Freestanding project: [] Half Modesty Panel [] Full Modesty Panel [] Wall Modesty Panel

Privacy Screen Height: Zapf / Modular Workstations [] 16"H [] 23"H

Components: Floor Pedestals: [] F/F [] B/B/F [] 20 [] 24 [] Pencil Drawer
Mobile Pedestals: [] F/F [] B/B/F [] 20 [] 24 [] Keyboard Drawer
Hanging Pedestals: [] B/F [] B/B/B [] Keyboard Tray ZSAKTM
[] MAKTMM (Not for use in corners)

Lateral Files: [] 2 drawer [] 3 drawer [] 4 drawer Width: [] 30" [] 36" [] 42"

Lateral File Top: [] Yes [] No [] Lateral File Converters Overfiles: [] 14" H [] 28" H

Key Alike storage [] Yes [] No

Overheads: [] Open Shelf [] Flipper Door [] Corner Open Shelf
Overhead Front (Zapf only) [] Metal [] Fabric [] Laminate
Overhead depth (Quorum only) [] 12" (Standard) [] 14"
Bookcase: [] 27"H [] 40"H [] 65"H

Task Lights: [] Yes [] No

Tackboards: [] Yes [] No

Work Chairs: [] Allegra Type of Chair: _____ Arm Style: _____

Fabric grade: [] Grade #1 [] Grade #2 [] Grade #3 Fabric choice: _____