690 - FURNITURE

☐ Re-Order Year Last Ordered: ___

☐ Illustration Request ☐ Drawing Request ☐ Revision Request

Customer: _____ Visit Date: _____ Case #: _____

Salesperson: _____ Expected Date: _____ Customer ID: _____

DELIVERY INFORMATION

Ship To Address: _____ Contact: _____

_____ Phone: _____ E-mail: _____

Access: Door _____ W x _____ H ☐ Commercial ☐ Government Inmates Allowed? [N] [Y]

Access: Hallway _____ W x _____ H Elevator _____ W x _____ H _____ D

Be sure to locate and measure the most restrictive access.

Installation By: ☐ Customer ☐ Curb Drop-Off ONLY ☐ Setup (see install form) ☐ 750 Install (see install form)

DESIGN SPECIFICATIONS

☐ Manufacture ☐ Refurbish

Description: _____

_____

Finish: ☐ Laminate: Manufacturer: _____ Product Name/#: _____

☐ Stain: _____

☐ Flat ☐ Semi-Gloss ☐ High Gloss

Shelf Pins: ☐ Round ☐ Spoon ☐ Institutional Locking

Pulls: ☐ 4" Black Inset ☐ 4" Wire Stainless Steel ☐ Customer Supplied ☐ Other: _____

Hinges: ☐ Standard ☐ Institutional ☐ Customer Supplied ☐ 3-Knuckle Chrome Institutional

☐ Other: _____

Locks: [N] [Y] If yes then: ☐ Cam lock(s) ☐ Gang lock(s)

☐ Keyed alike ☐ Keyed differently Special Instructions: _____

_____

Grommets: [N] [Y] If yes then: Quantity: _____ Location(s): _____

Overall Dimensions: _____ W x _____ H x _____ D

Additional Dimensions? [N] [Y] If yes then: ***(Please add any additional dimensions below and specify the item(s) they refer to)***

TOP (IF DIFFERENT)

☐ Laminate: Manufacturer:_____ Product Name/#:_____

Edge detail: ☐ Laminate ☐ Hardwood ☐ T-molding: Color:_____

Hardwood Edge: ☐ Bullnose Edge ☐ Radius Edge ☐ Fluted Edge

☐ Solid Surface: Manufacturer: _____ Product Name/#:_____

☐ 4" Backsplash: ☐ Intergrated ☐ Set-on

DESIGN SPECIFICATIONS

☐ Are all product dimensions clearly shown?

☐ Are critical dimensions clearly stated?

☐ Are locations and number of shelves clearly shown?

☐ If matching an existing stain, did you arrange to get a sample to the shop?

☐ Did you check restrictions by all entryways/elevators?

☐ Have you confirmed inmates can assist in the delivery/installation?

FURNITURE

☐ Have you specified LEFT/RIGHT desk configurations?

☐ Have you included a layout of the room and the setup of the furniture?

☐ Is wheelchair accessibility (ADA) required?

☐ Are there any special accessories, e.g. keyboard pull outs?

NOTE: The woodshop cannot match colors using photographs or scanned images. The woodshop must have a sample of the mater

ADDITIONAL NOTES