



INTERIOR SOLUTIONS

Under One Roof!

Address:

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Fax: (905) 814-0774

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Measure and draw office space below. Include written dimensions and locations of windows and doors (sawing in/out).
Note phones, electrical outlets, vents, light switches, thermostats if they will affect furniture placement.
How many workstations need to be in the office area? _____ What is the number of computers?

Place a check for all that apply. Do you wish to include? [] Lateral File [] 3-Drawer File [] Hutch (overhead storage)

[] Keyboard Shelf [] Pencil Drawer [] Bookcases [] Other Storage

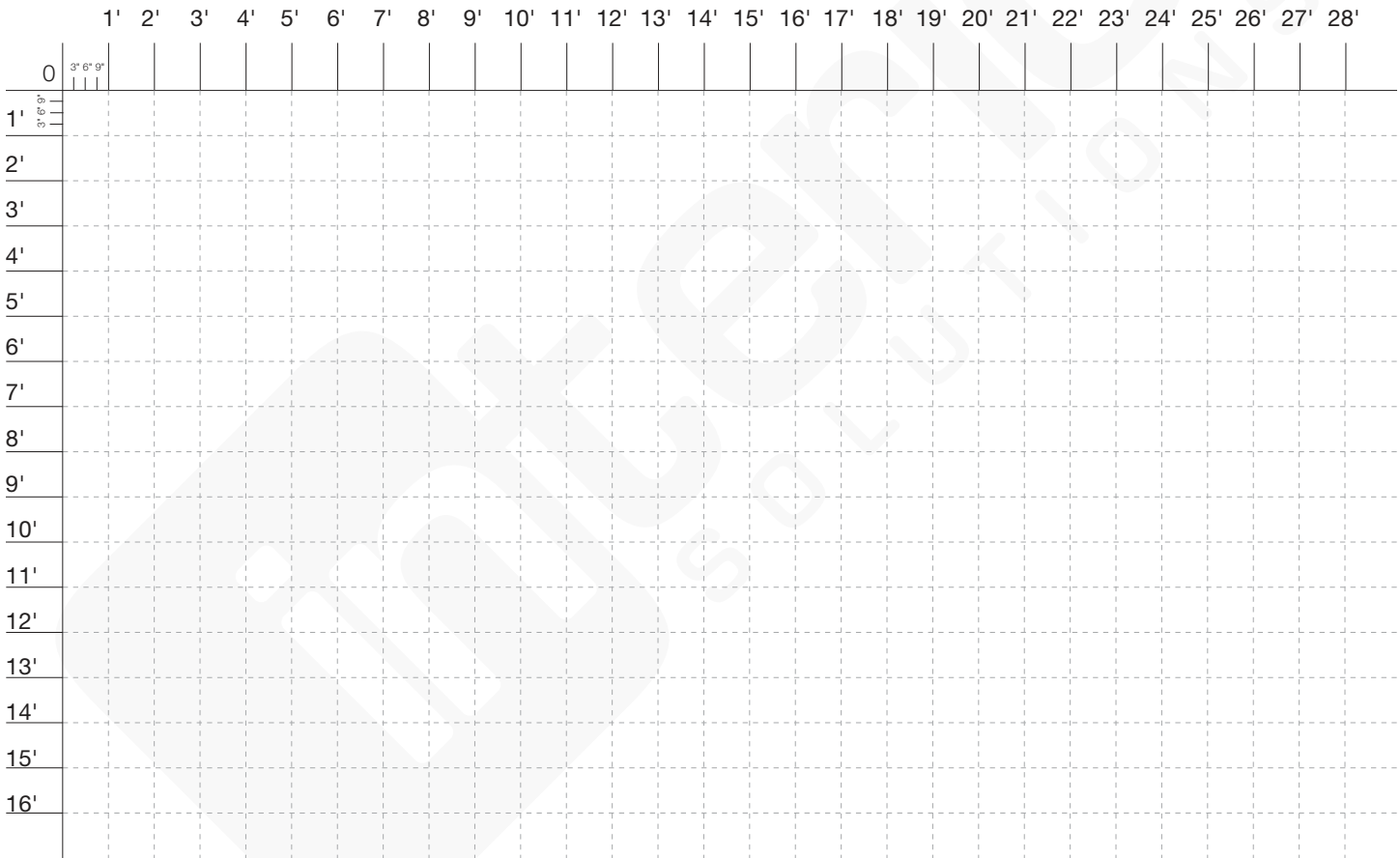
Are visitor chairs required? How many? _____

If multiple stations, do they require a private or open environment? _____

Furniture Collection _____ Typical # (if applicable) _____

Finish (color) _____

Please fax completed page to: 1 905 814 0774



Important! Please fill out all information below to start your Free space planning project.

Company Name: _____ Date: _____

Contact Person: _____ Phone #: _____

Address: _____ Fax #: _____

City/State: _____ E-mail address: _____

Zip Code: _____ Project Number: _____