



1-800-891-3734

[specify@snapoffice.com](mailto:specify@snapoffice.com)

**Request for Specification**

Date: \_\_\_\_\_

Rep Group: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dealer Name: \_\_\_\_\_ Date Quote Required: \_\_\_\_\_ Project Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Product: **Mirage** \_\_\_ **Mirage VS** \_\_\_ **xXtreme** \_\_\_ **SNAP Panels** \_\_\_ **Appraise Freestanding** \_\_\_

**GSA:** Yes \_\_\_ No \_\_\_

**Please note that Mirage VS has limited sizes, fabrics and finishes (contact Customer Service or your Representative for Specifics)**

Approximate Number of Stations: \_\_\_\_\_ Ship To Location (needed for freight) \_\_\_\_\_

Are we quoting a(n): **Typical** \_\_\_ **Area** \_\_\_ **Entire Project** \_\_\_

Competitors (list manufacturer and product line)

\_\_\_\_\_

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**Project Specifications (list all information needed to quote this project, attach drawings, etc.)**

\_\_\_\_\_

Is a drawing required?      **Yes**      **No**      Typical      Plan View      3D

Other: \_\_\_\_\_

Note: When faxing drawing for quotation, all work environment dimensions must be shown. Faxed drawings will distort the dimensions and cannot be accurately scaled.

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**Panels:**

Panel Height(s): \_\_\_\_\_

**Panels (all product will be specified utilizing the least expensive option unless advised otherwise)**

Fabric, if known: \_\_\_\_\_

If xXtreme, Panel type, if not specified least costly type will be specified: \_\_\_\_\_

If xXtreme Floor-to-Ceiling, what is the actual height of the ceiling? \_\_\_\_\_

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**Power/Electrical:**

Number of duplexes required for each station: \_\_\_\_\_

Power Source: Wall \_\_\_\_ Floor \_\_\_\_ Ceiling \_\_\_\_ (please note on drawing) \_\_\_\_\_

Circuit Requirements: Duplex \_\_\_\_ Conditioned \_\_\_\_ Dedicated \_\_\_\_

Tasklights: Yes \_\_\_\_ No \_\_\_\_

Voice Data Application:

SPECIAL: Do you need Voice Data Jack Covers for AMP/Leviton (our option 2 position) YES / NO, if Yes, Cat 5e or Cat 6, \*\*Do you need the jacks for this? Yes/No, if Yes RJ 45/RJ11 or RJ45/RJ45 or Do you need a different Voice/Data Jack System (Specify)\_\_\_\_\_

**Worksurfaces:**

Type: 3mm PVC \_\_\_\_ Mirage VS \_\_\_\_ xXphusion \_\_\_\_ Mirage xXphusion \_\_\_\_

Laminate (if known): \_\_\_\_\_

**Storage:**

Shelves: Half \_\_\_\_ Full \_\_\_\_ Other \_\_\_\_\_

Flipper Doors (type): \_\_\_\_\_

Pedestals : Freestanding \_\_\_\_ Mobile \_\_\_\_ Special Application: Legal Size, Other (specify)

Pull Style: \_\_\_\_\_

Other Storage (please elaborate):

**Appraise Freestanding**

Size: \_\_\_\_\_

Pedestal Desk  L-Shape  U-Shape  Overhead Cabinet  Filenza

Is there anything other information you can supply us to help us engineer this project to win?

\_\_\_\_\_  
\_\_\_\_\_

If possible, please send a copy of the CAD drawing.

This form should be returned to [specify@snapoffice.com](mailto:specify@snapoffice.com)

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