



# Furniture Needs Worksheet

Your Trusted Source™

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

Institution: \_\_\_\_\_

Primary Contact

Person: \_\_\_\_\_

Address: \_\_\_\_\_

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

## Please tell us about your project...

1.) Is your project a Renovation \_\_\_\_\_ Addition \_\_\_\_\_ New Facility \_\_\_\_\_

2.) Have plans and furniture detail been determined? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, who will decide on your furniture products? \_\_\_\_\_

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

3.) What kind of furniture do you anticipate needing?

Shelving Units \_\_\_\_\_ Circulation Desk \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_

Carrels \_\_\_\_\_ Computer Work Stations \_\_\_\_\_ Displayers \_\_\_\_\_ Book Trucks \_\_\_\_\_

Children's Furniture \_\_\_\_\_ Storage Units \_\_\_\_\_ Lounge Furniture \_\_\_\_\_

4.) What is your timeframe for purchase ? \_\_\_\_\_

5.) Has funding for furniture purchases been obtained? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is your budget? \_\_\_\_\_

6.) Do you know about the furniture choices Gaylord offers? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have our Gaylord 2010 Catalog? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you visited our new website at [www.Gaylord.com](http://www.Gaylord.com)? Yes \_\_\_\_\_ No \_\_\_\_\_

7.) Do you have a building or space drawing that you could send or fax to us? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, a rough sketch of your space illustrating dimensions plus location of doors, windows, sill heights, & columns is useful. Or, feel free to send us digital photos of your area.

If providing a drawing or building plan, is it :

Drawn to scale with dimensions \_\_\_\_\_ (fax will shrink images)

Fully dimensioned \_\_\_\_\_

8.) Will you be re-using existing product in your new space? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe what you will be recycling and any wood, laminate, or fabric color schemes that you'd like to match.

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9.) Please tell us about the size of your collection (estimated), if applicable:

Number of Books: \_\_\_\_\_

Number of Periodicals: \_\_\_\_\_

Number of Media Items: \_\_\_\_\_

Number of Computer Workstations: \_\_\_\_\_

10.) Will you want to include the following in your new space:

Children's Section: Yes \_\_\_\_\_ No \_\_\_\_\_

Teen Space: Yes \_\_\_\_\_ No \_\_\_\_\_

Lounge/ soft seating area Yes \_\_\_\_\_ No \_\_\_\_\_

