

Providing Preliminary Information For An Estimate:

- Draw a simple floor plan using example below as a guide
- Label the walls (so we can reference them during discussion)
- Fill In dimensions. Use all inches rather than feet.
- Provide ceiling height
- Provide information on existing vents, crown & chair rail moldings, door swings, soffits and all other existing structure....
- If you desire placing cabinets above or below a window (window seat), show the distance off the floor and/or above, to the ceiling
- When possible, list outlet/cable/telephone/wall switch locations with an "X"
- If your space has angled ceilings, dropped soffits and/or other areas difficult to show in a floor plan, you may need to draw a front elevation of each of the walls in question.

Fax, mail or bring this information to our showroom.

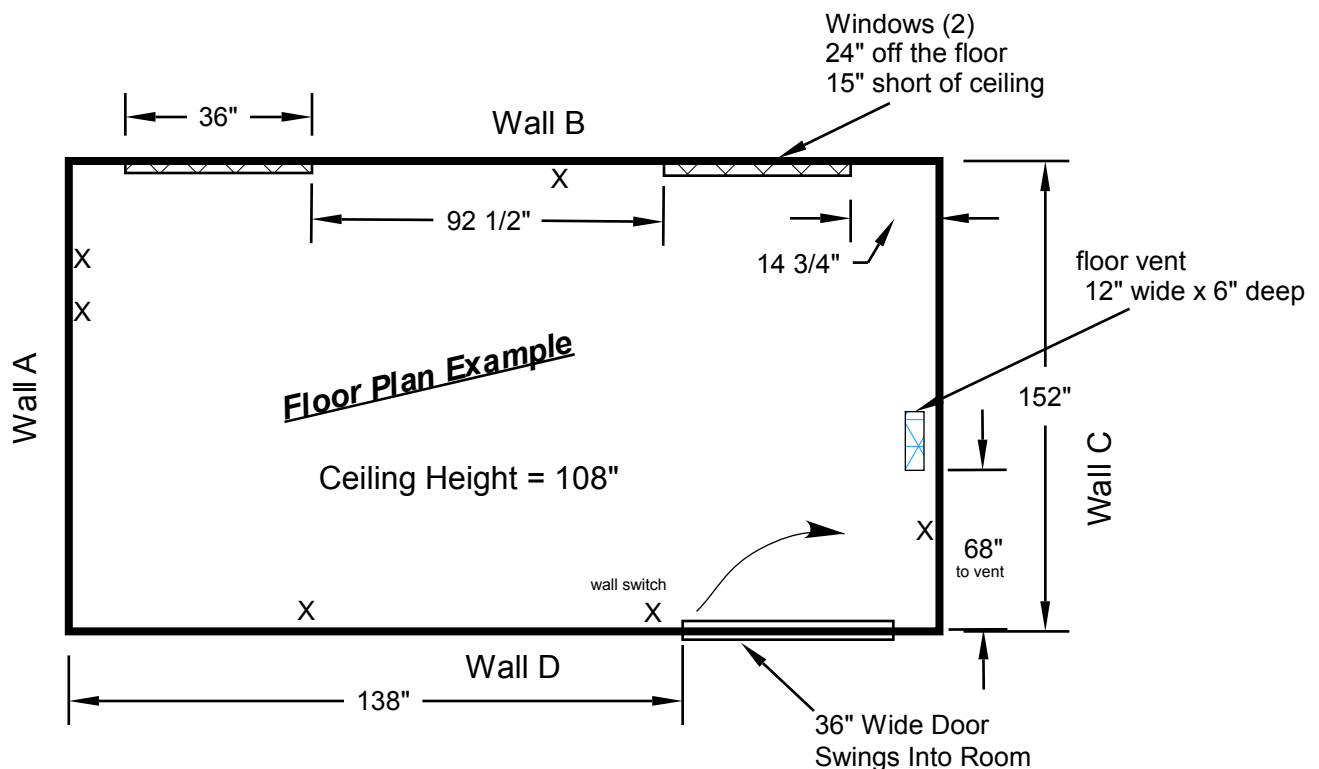
My Name and Address

Daytime Phone

Room Name (*Library, Family Room, Basement, Bedroom, etc.*)

Specific Desire (*Entertainment Center, Home Office, Kids Storage, Bookcases, etc.*)

Special Equipment Sizes (*Big Screen TV, Speakers, Computer Equipment, Display Items, etc.*)



Please Note: If you decide to use our services, we will take accurate and detailed field measurements for you (local, metro DC orders only) at a later date, prior to actual construction.