

# Space Design Request Form



*For office use only*

Date Received:

Job Number:

Your Name:

Phone #:

Date:

SICO® Sales Rep:

Who to Contact with Questions - Name:

Email:

## Project Details

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Facility Name:

Facility City:

Facility State:

Customer's Primary Goal or Problem to Solve:

Space or Room (#) You Want SICO® Products In:

Grade Levels to be Served (*Schools*):

Number of Seats Currently:

Number of Seats Needed:

**Additional Comments or Instructions:**



# File Format

Check all that apply. Include photos if possible.

*(Must check at least one)*



For files that are larger than 7mb in total please use alternative sending resources. (ie: Dropbox, WeTransfer, Google Drive)

**CAD (.dwg) File Attached**

*(Preferred; Required for 3D Layouts)*

**Revit Project (.RVT) File Attached**

**Fully Dimensioned Plan** *(See Example on Next Page)*

Including overall dimensions, serving area, traffic flow, vending & serving equipment, columns and any other obstructions. Must have overall length & width of room.

## Type and Size of Product Needed *(Fill Out Completely)*

Examples

Product	Name	Size/Shape	# of Units	Options	Additional Comments
Tables	Graduate	60" Oval	12	Comfort Stool / Acc. Guard	Easy access to storage
Stage	1800	16x24x16h	8	6x8 Carpets	2 rows of 4
Dance Floor	Cam-Lam	16'X16'	16	Northern Birch	put next to stage

May we suggest other products in order to reach your goal:

YES

NO

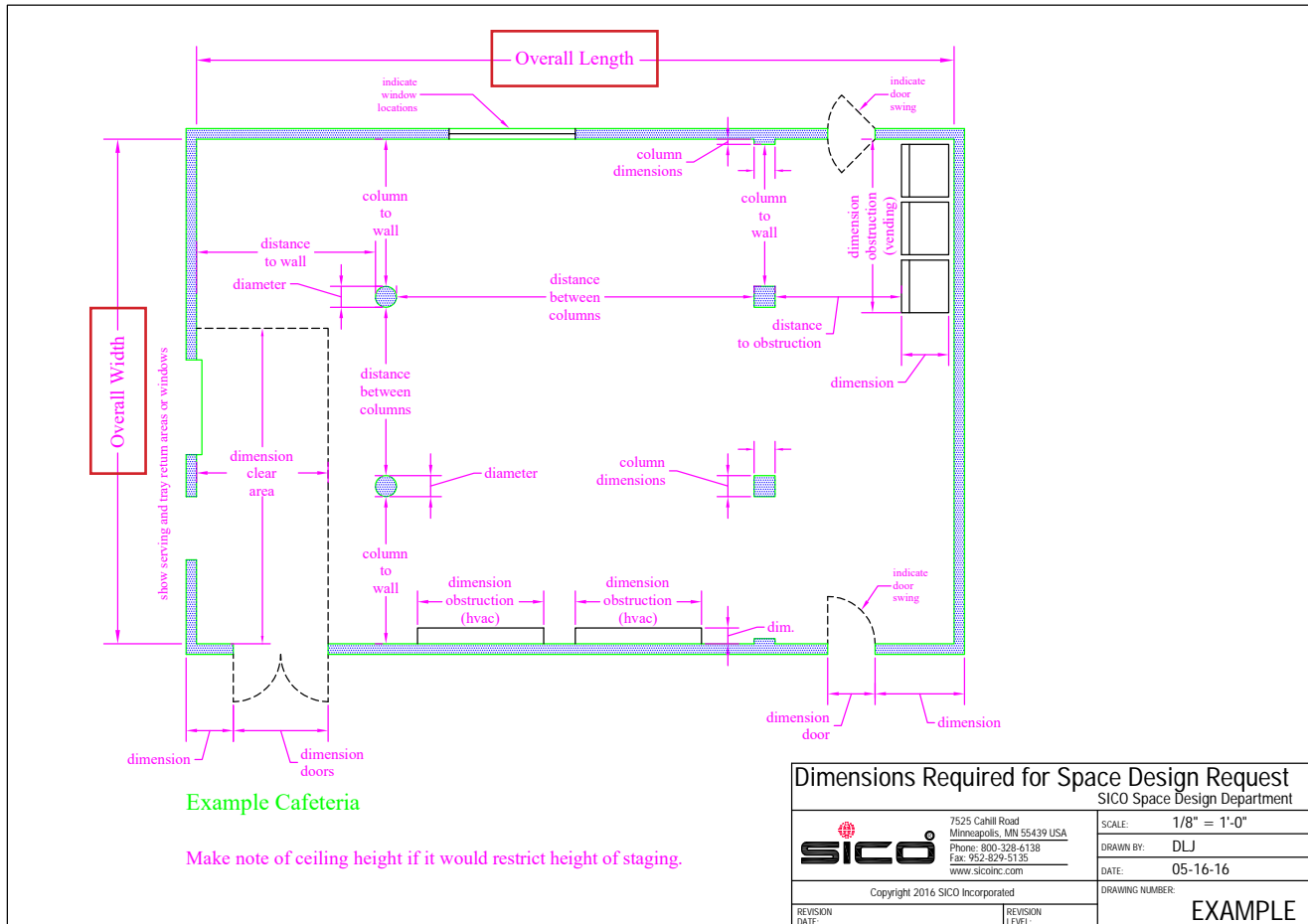


**Form must be completely filled out for project to be scheduled.**



# Fully Dimensioned Plan Example

(Must have dimensions shown below for a valid fully dimensioned plan)



**PLEASE SEND TO:** [spacedesign@sicoinc.com](mailto:spacedesign@sicoinc.com)

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Jobs are no longer scheduled through personal email boxes.



Layouts may take up to **10 business days.**

