

ORDERING CHECKLIST AND PRODUCT SELECTIONS



Complete this form to help prepare your order. You can fax it to your PSA at 800.466.1865 or simply refer to it when speaking with your local HON dealer.

Name _____
 Title _____
 Company Name _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____
 E-mail Address _____

Office Space Planning

Number of Office Employees:

Executives _____
 Staff _____
 Total _____
 Projected New Office Employees, Next 12 Months _____

Select the words you want your office environment to be:

- Modern • Efficient • Adjustable • Professional • Cool • Progressive
- Contemporary • Comfortable • Warm • Cozy • Casual • Traditional
- Fresh • Peaceful • Tranquil • Unique • Exclusive • Comprehensive

Please Review Product Areas of Interest and Check All Areas that Apply

Where do you need chairs?

Executive office
 Conference room
 Work areas/cubicles
 Reception area

How do you use tables in your office?

Conference room
 Training
 Reception area
 Hospitality/lunch room
 All-purpose and utility

What items do you need to store?

Files and paperwork
 Office supplies
 Personal items
 Binders and reference materials
 A variety of items

When are you considering purchasing office furniture?

Now
 1-3 months
 3-6 months
 6-12 months

What types of desks are in your office?

Freestanding, office
 System/cubicle worksurfaces

Specific Products of Interest

SKU #	Quantity	Description or Item Name	Color/Fabric Notes	Page Number	Price Each	Price Total

Notes:

Total:

Fax this to your HON PSA at 800-466-1865.
 They'll make sure it gets to your local dealer for processing and follow-up.