



that was easy.®

Staples® Space Planning Grid

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone No. _____

Fax No. _____

Email: _____

Date: _____

Fax your completed page to:

Staples Furniture Sales at 1-877-638-6779

Or mail to:

Staples Furniture Sales

500 Staples Drive

Framingham, MA 01702

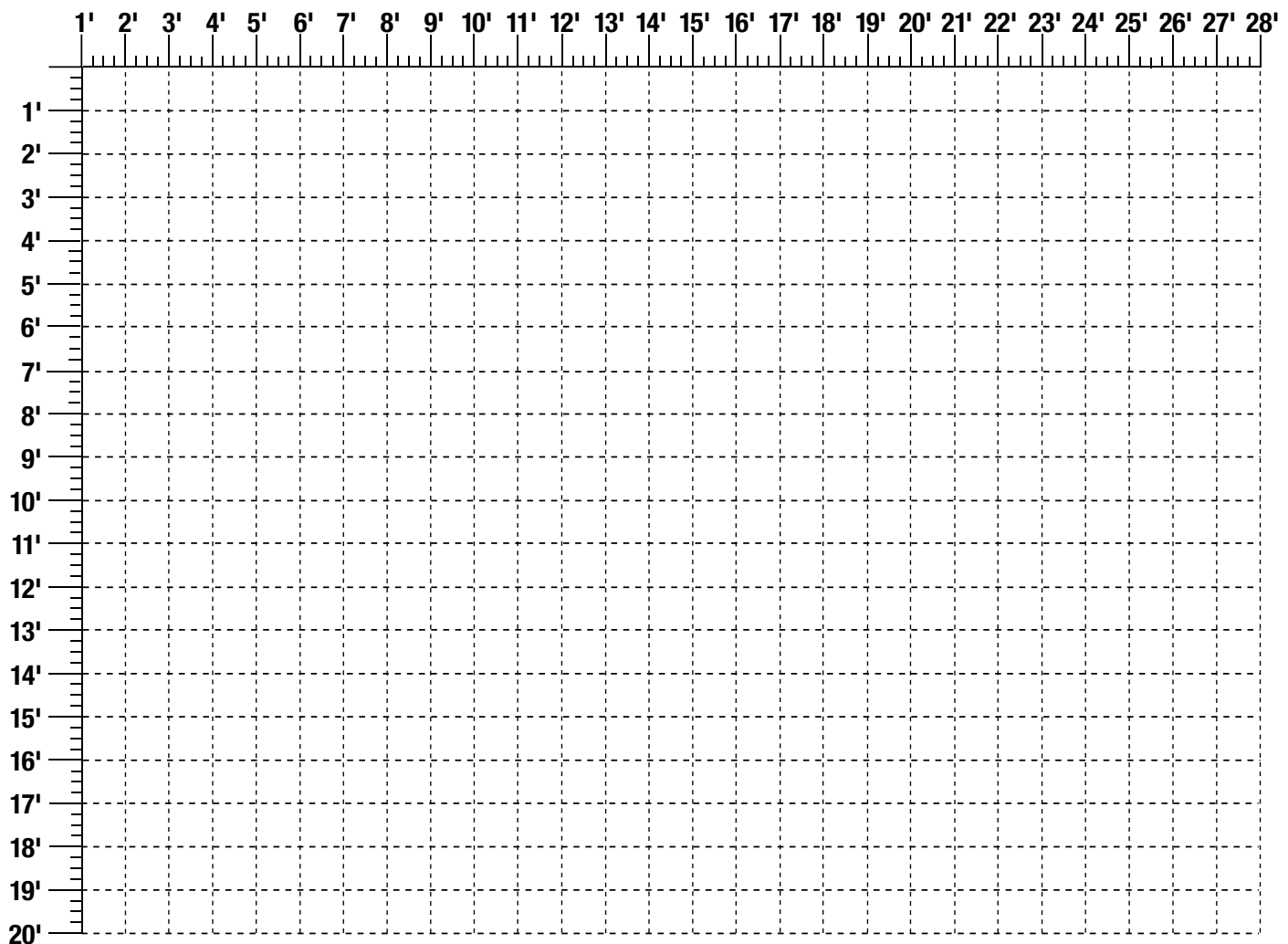
Need to speak to a Furniture Specialist?

Please call 1-877-638-8001

Collection(s) being considered: _____

Preferred finish: _____

Measure and draw the office space using the scaled grid below:



Helpful hints:

- Feel free to sketch in pencil, but make sure you go over it in pen before faxing.
- When measuring room, locate: windows, doors (do they open in or out?), phones, electrical outlets, vents, light switches, thermostats, and other furniture or any other items to consider in layout.