

TEC & TEC60 DESIGN CHECKLIST GUIDE

1. Fill the "Design Checklist", attached as Appendix A, with the information related to the project.
2. Attach the drawing in AutoCAD file, if not possible the PDF must include measurements.
3. Send information to design@metrikaoffice.com

Notes:

- Quote delivery time is 1-7 days, depending on the size and resources (AutoCAD file) available to quote, once we receive the complete information.

Appendix A
DESIGN CHECKLIST

Please fill in the requested information, and mark the products required on the section below.

| | | |
|------------------------|------------------|------------------|
| Date | Require Quote By | Expected PO Date |
| Rep | | |
| Dealer | | |
| Project | | |
| City | State | |
| Additional Information | | |

PDF Drawing

AutoCAD File

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Product Line: TEC

| |
|-------------|
| Wood finish |
|-------------|

Workstations

| Quantity | Worksurface Type | Worksurface Size | Configuration | |
|------------------------|------------------|------------------|----------------|---------|
| Leg | Wire Management | Divider | Power and data | |
| Pedestals | Finish | Configuration | Casters | Cushion |
| Credenza | Configuration | Cushion | | |
| Additional Information | | | | |

Desking

| Quantity | Woksurface Type | Worksurface Size | Configuration | |
|------------------------|-----------------|------------------|----------------|---------|
| Leg | Modesty Panel | Wire Management | Power and data | |
| Pedestals | Finish | Configuration | Casters | Cushion |
| Credenza | Configuration | Cushion | | |
| Additional Information | | | | |

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Additional Storage

| | | | |
|------------------------|----------|---------------|---------|
| Credenza | Quantity | Configuration | Cushion |
| Metal Bookcase | | Quantity | |
| Cabinet | Quantity | Finish | |
| Metal Lateral Files | | Quantity | |
| Additional Information | | | |

Tables

| | | | |
|--------------------------|----------|------|----------------|
| H 29 1/8" Meeting Tables | Quantity | Size | Power and Data |
| H 43 1/4" Meeting Tables | Quantity | Size | Power and Data |
| Occasional Tables | Quantity | Size | |
| Additional Information: | | | |

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Product Line: TEC60

| | |
|-------------|--------------|
| Wood finish | Panel finish |
|-------------|--------------|

Workstations

| | | | | |
|------------------------|---------------|------------------|------------------|---------|
| Quantity | Configuration | Worksurface Type | Worksurface Size | |
| Frame | Frame Height | Wire Management | Modesty Panel | |
| Leg | Divider | Power and Data | Overhead Storage | |
| Pedestals | Finish | Configuration | Casters | Cushion |
| Credenza | Configuration | Cushion | | |
| Additional Information | | | | |

Receptions

| | | | | |
|------------------------|----------------|------------------|------------------|---------|
| Quantity | Configuration | Worksurface Type | Worksurface Size | |
| Wire Management | Power and Data | Overhead Storage | | |
| Pedestals | Finish | Configuration | Casters | Cushion |
| Additional Information | | | | |