



# Line-of-Sight Desk Order Checklist

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Sales Rep: \_\_\_\_\_ Order#: \_\_\_\_\_

*\*Must fill out all information*

	WIDTH	LENGTH	DEPTH (If applicable)
Keyboard			
Mouse			
Monitor			
CPU			

My monitor looks like (please check one):



A. Flat back \_\_\_\_\_



B. Recessed Back \_\_\_\_\_

**Please include a Room Layout indicating the location of the power outlets with this checklist.**

*See next page*

## Site Conditions

### **Freight Unloading Location**

- Please specify (attach map if available)

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- Is a loading dock available?                      Yes \_\_\_\_\_ No \_\_\_\_\_

### **Classroom Installation Location**

- Please specify (attach map if available)

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- Distance from unloading location \_\_\_\_\_

- If required, can a small van be driven on walkways to the installation location?                      Yes \_\_\_\_\_ No \_\_\_\_\_

- Are elevators available at the installation location?                      Yes \_\_\_\_\_ No \_\_\_\_\_

- Does the product need to be carried over stairways?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
# Flights \_\_\_\_\_  
# Steps \_\_\_\_\_

Other comments:

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Please fax this checklist back to your customer support representative to ensure that the construction and delivery of your desks meets your needs (Fax: 800.461.3182)