

# BBF SPACE PLANNING GUIDE



**Need help planning the right office and laying it out in your work area?**

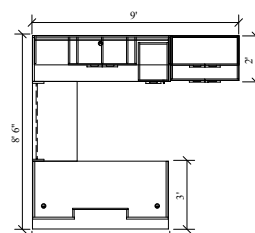
**Planning an office with multiple workstations?**

**BBF's FREE Space Planning Service helps you optimize your space.**

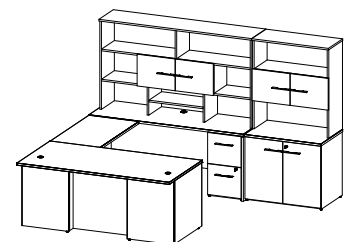
- ☑ Space Planning experts help you choose the BBF furniture that's right for you and your work needs. FREE service with the submittal of the BBF Space Planning Guide.
- ☑ Complete office layouts based on your specifications with guidance on configuring your office for optimal efficiency and use of space
- ☑ Plans are based on the actual dimensions and physical conditions in your designated office space, taking into account doorways, windows, obstructions, traffic flow, etc.

- ☑ 2D and 3D plans, which help you visualize your new space, provided by e-mail or fax within an estimated 2 business days
- ☑ Plans include convenient spec list for easy ordering
- ☑ Bush symbol library is available in GIZA 2020

**2D**



**3D**



**Discuss your working needs and requirements with a Space Planning expert.**

Call BBF Support Line: **1.800.964.1638** or e-mail [spaceplanning@bushindustries.com](mailto:spaceplanning@bushindustries.com) for a no-cost consultation. Visit [www.bushbusinessfurniture.com](http://www.bushbusinessfurniture.com) for more information.

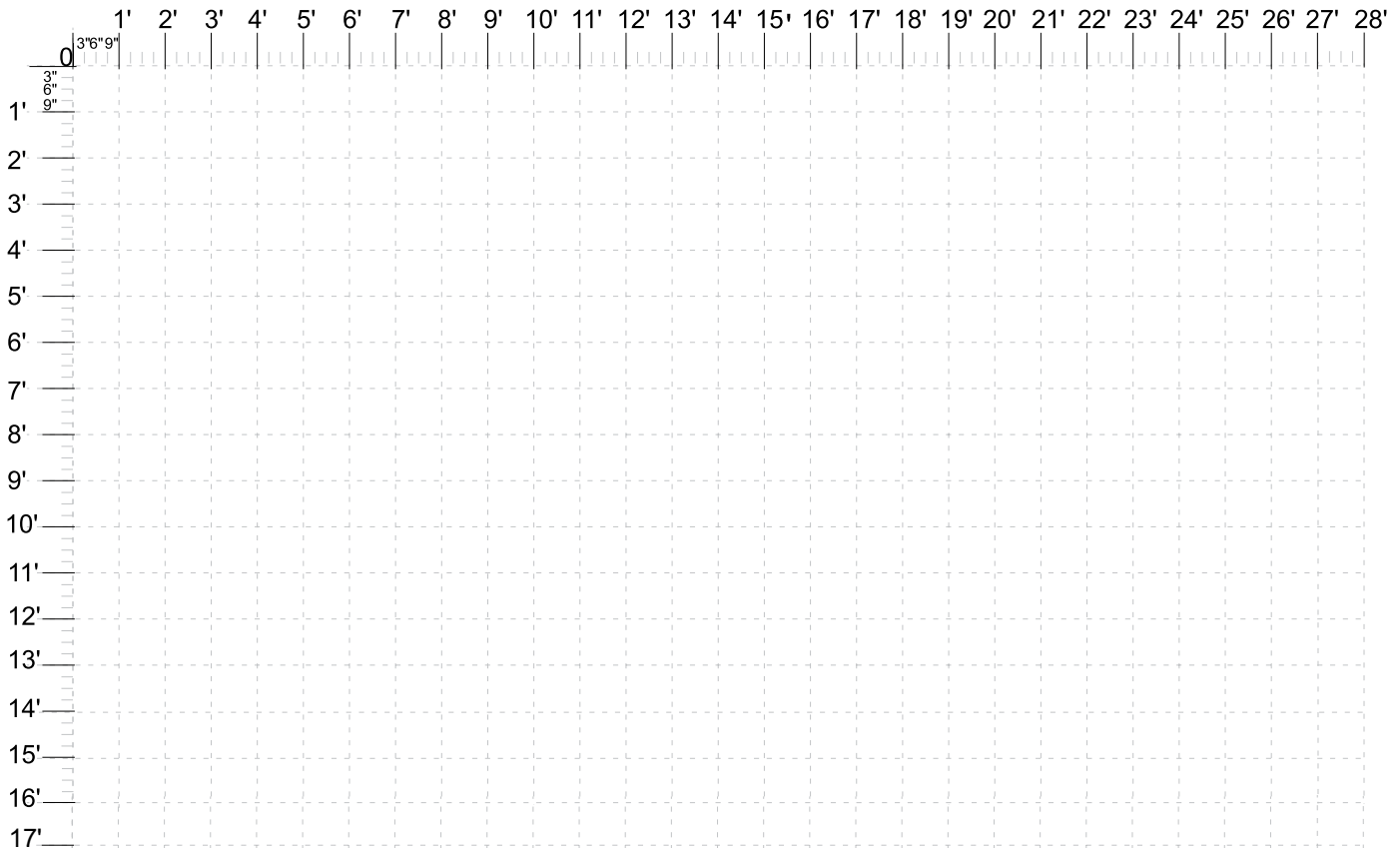
# BBF SPACE PLANNING GUIDE



Dealer
BBF Customer
Contact
City/State/Zip
Phone
Fax
Email
Interior
Main Color
Accent
Floor Type
Existing Furniture (Include Dimensions)

Product Line
Finish Option
Work Surface
Storage
Seating (Indicate how many of each)
Executive      Management      Task
Conference      Guest
Delivery Type

**Please draw** all Architectural, Electrical, Data/Com elements clearly using an Ink pen. Attach a DWG file if available and please attach another sheet if more grid room is needed.



Additional Notes