



Richart Family, Inc.
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Dream Planning Sheet for Home Office customer : _____

Help us help you by sharing your thoughts on your dream Home Office. Filling out this form should help clarify your thinking on what you want and need and help you communicate your ideas to Richart.

1. What would you most like to see in your Home Office?
 - Work area for how many ___ desktop computers, ___ laptop computers
 - How many people will be using the space ___, will they be working at the same time? Y N
 - Extra flat counter area work space, ___ built-in, free standing
 - File storage for ___ drawers of files - ___ free standing, ___ built-in
 - Built in cabinets for digital media storage - ___ standard wood, ___ fire proof safe
 - Incorporate existing file cabinets into design
 - Incorporate existing furniture into design
 - Area for ___ printers, ___ scanners, ___ fax machine
 - High speed internet connection
 - Dial-up connection phone jack
 - Forms storage ___ linal feet
 - Paper storage ___ reams letter, ___ reams legal, ___ boxes envelopes, other: _____
 - Book/display shelves ___ linal feet - ___ built-in, ___ free standing
 - TV/Cable jack - ___ wall moount, ___ counter top or shelf, ___ floor
 - Extra phone jacks for
 - Built in serge protection system
 - Extra electrical outlets
 - Extra fiber optic or other electronics wiring: _____
 - Other

2. Does anyone in your family have special needs that should be addressed? Y N

What are they? _____

3. Will the new home office be incorporating:
 - existing rooms?
 - or will it require an addition?

4. What special features would you like in your home office? Check all that apply.
 - Audio, video, cable, internet wiring or security system
 - Built-in screens or monitor
 - 42" ___, 46" ___, 52" ___, 56" ___, 60" ___, 80" ___, Other ___
 - Under counter refrigerator
 - Wet bar
 - Special display or storage
 - Built in safe
 - Stereo
 - Patio door/french doors
 - Extra storage
 - More/ Larger Windows
 - better heating/cooling
 - Air purification
 - Other

5. List three things you dislike about your current home work space, if you have one.

6. What do you most like about your present home work space?

7. If you are planning a wet bar how high would you like your countertops?

- 36"
- 34" All
- 38" All
- Varying heights

8. Please indicate the cabinet style and finishes you are interested in your built-ins.

- Oak
- Maple
- Cherry
- Hickory
- Painted (Real paint)
- Painted (White thermofoil)
- Stained
- Natural
- Traditional cabinet style
- Contemporary cabinet style
- Glass / door panels
- Open Shelving
- Custom Made to fit closely (Higher cost)
- Factory / modular type (Lowest cost)

9. Have you made any decisions for finishes on the following?
If so, please indicate (Example: Carpet,cork floors, hardwood for floors. tile etc.)

Countertop material:

Flooring:

Wall finishes:

10. Lighting: For each area, please indicate your lighting preferences.

Hanging Pendant Recessed Indirect Wall Sconces Halogen Dimmer Controls

Main room

counter areas

Bar area

Storage area

other
