



ESSENDANT™

Space Planning/Design and Specification

Program Overview:

What we need to get started:

- Scope of work
 - Identify each space that requires work
 - Identify what is needed for each space - do not need model numbers
 - Supply images of idea starters you discussed with your customer - will save spec time
- DWG (cad file) or clean PDF (print copy) of floorplan, sketch of room layout if all information provided
- Completed bid form with end user information - required for anything that would exceed \$10,000 list
- All to be sent to designteam@essendant.com

Workflow:

- Large projects will ask for design approval of floorplan
- Once design is complete. 2D, 3D, renderings and BOM will be sent
- Special Orders will do all quoting

Revisions to quote/project:

- All revisions should be sent to design team
- New drawings will be created and design team will engage the revised quote with special orders

Project Orders:

- All furniture project orders will be sent to specialorderrequests@essendant.com with reference to the quote number supplied by special orders.

To get started today, please email: designteam@essendant.com
