



CUSTOMER DATA SHEET

Project #: _____

CUSTOMER INFORMATION

Type of Business or Project:	
Organization Name:	Site Contact:
Street Address:	Site Address:
Contact:	Contact:
Phone:	Phone:
Fax:	Fax:
e-mail:	e-mail:
	Architect Information:
Population served:	
Additional Stakeholders in Project:	

PROJECT DETAILS

Services Needed:	Written Client Design Program available: Y/N
	Project Drawings Available: Y/N
Critical Dates	Drawing Format(s):
Budget Proposal Due:	
Initial Proposal Due:	Total Furniture Budget:
Proposed Order:	Areas for DLI Involvement:
Delivery/Installation:	
Opening Date:	

THE BUILDING

Age?	New Build? Y / N	Addition/Renovation? Y / N
Historically Significant? Y / N	Part Refurbishment? Y/N	Total Refurbishment? Y/N
Plans Available? Y / N	Electronic format available? Y / N	
Site Survey Required? Y / N		
Number of Floors?	Accessed By: Stairs	Escalator Elevator? Y/N
Road Access Via:		
Delivery Restriction:		
Access Restriction:		
Additional Notes:		