

# KITTINGER FURNITURE COMPANY

4675 TRANSIT ROAD • BUFFALO, NY 14221  
 PHONE: 716-867-1000 • FAX: 716-837-3989

## DESK SPECIFICATIONS / ORDER SHEET

Customer: \_\_\_\_\_ Phone: \_\_\_\_\_

Designer / Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

Showroom/Contract Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please review each section and select the specification desired. If the section does not apply please draw a line through it. If there is no preference, please write "standard" in the section to default to the standard specification.*

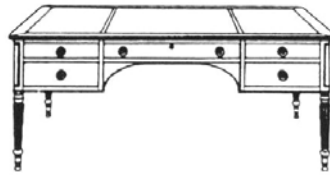
### SECTION 1

*Please select the desk number or style (picture) desired:*



#### Executive Desks

- KD1100
- KD1101
- KD1102



#### Table Desks

- KD1202
- KD1203
- KD1204
- KD1208
- KD1209



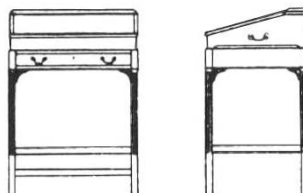
#### Partner's Desks

- KD1103
- KD1104



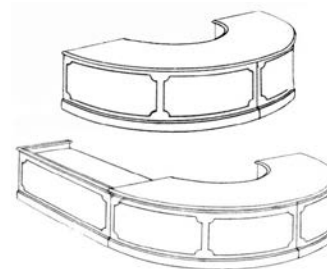
#### Signature Desks

- KD1205
- KD1206
- KD1207
- KD1164



#### Stand-up Desks

- KD1301



#### Reception Desks

- KD1501
- KD1502



**Work Station**

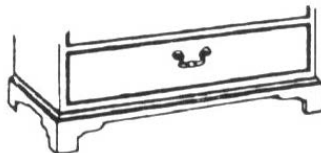
**PROVIDE  
SKETCH**

**Custom Desk**

***Please select the base style desired:***



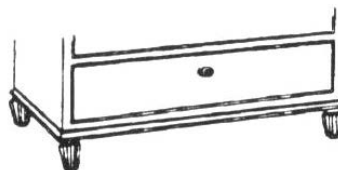
**Plinth Base**



**Bracket Base**



**Ogee Bracket Base**



**Custom**

***Please determine the desk size specifications:***

Desk Size: Width \_\_\_\_\_ inches; Length \_\_\_\_\_ inches: Height \_\_\_\_\_ inches

Desk Knee Space: Width \_\_\_\_\_ inches; Height \_\_\_\_\_ inches

Standard Size Specifications

**SECTION 2**

***Please determine the desktop specifications:***

Choose One:  Desk Sized Top  Conference Top 82x40  Conference Top 88x44  Custom

Choose One:  Wood Top  Single Panel Leather Top  3-Panel Leather Top

***Please determine the leather top specifications:***

Type of Leather: Mfgr / Color: \_\_\_\_\_; Number: \_\_\_\_\_

Leather Top Tooling  None

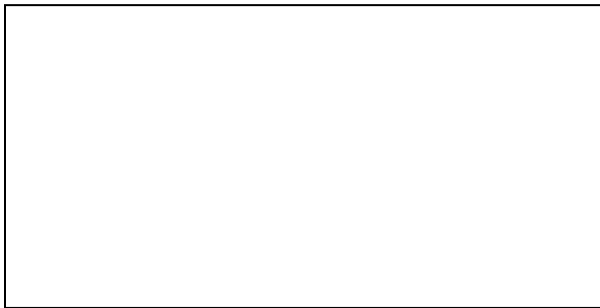
Perimeter Edge Tooling:  None  Blind  Gold Tooling Number: \_\_\_\_\_

Inside Perimeter Tooling:  None  Blind  Gold Tooling Number: \_\_\_\_\_

Inside Blotter Tooling:  None  Blind  Gold Tooling Number: \_\_\_\_\_

**Please determine the wire-management features desired:**

Choose ALL that Apply:       No Grommet       One Grommet       Two Grommets



User Side

Right Side

Grommet(s) location

First Grommet

Inches from User Side: \_\_\_\_\_

Inches from Right Side: \_\_\_\_\_

Second Grommet

Inches from User Side: \_\_\_\_\_

Inches from Right Side: \_\_\_\_\_

Grommet to be located on right side of desk in the wall under the desktop.

Grommet to be located on left side of desk in the wall under the desktop.

Grommet exit hole to be located on bottom side of desk.

Grommet exit hole to be located: \_\_\_\_\_

Additional wire management: \_\_\_\_\_

**SECTION 3**

**Please determine the optional features desired:**

Choose One:  Dictation Slide       One Writing Slide       Two Writing Slides       None

Location of slide(s):  Above Drawers       In Drawers       Rear (Guest Side)

Choose One:  No Modesty Panel       Inset Modesty Panel       Flush Modesty Panel

Choose Drawer Configurations:

Left Side:  BBF       FF       BBBB       Other \_\_\_\_\_

Right Side:  BBF       FF       BBBB       Other \_\_\_\_\_

Choose One:  Run-off, Wood Top       Run-off, Leather Top       None

Run-off:  With File Unit       Without File Unit

File Unit:  BBF       FF       BBBB       Other \_\_\_\_\_

Run-off Height:  Flush to Desktop       Offset - Height \_\_\_\_\_ inches

Choose One:  Glove Rail, Wood Top       Glove Rail, Leather Top       None

**SECTION 4**

**Please determine the veneer species desired:**

Veneer For Wood Tops:  Flat-Cut Mahogany       Olive Burl       Walnut Burl

Elm Burl       Crotch Mahogany

Other \_\_\_\_\_

Veneer For Drawer Fronts:  Flat-Cut Mahogany  Olive Burl  Walnut Burl  
 Elm Burl  Crotch Mahogany  
 Other \_\_\_\_\_

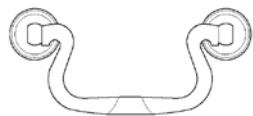
Veneer For Side Panels:  Flat-Cut Mahogany  Olive Burl  Walnut Burl  
 Elm Burl  Crotch Mahogany  
 Other \_\_\_\_\_

Choose One:  Sketch-Face Panels with Molding  Plain Panels (no boarder or molding)

Choose One:  Rosettes  None

**SECTION 5**

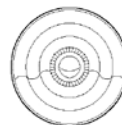
***Please select the style of hardware desired:***



Standard  
"A" Hardware



Optional  
"B" Hardware



Optional  
"C" Hardware



Custom

**SECTION 6**

***Please determine the finish specifications:***

Choose Finish Stain Color:

- Classic Kittinger  Classic Kittinger Red  Old Dominion
- Classic Heirloom  Light Heirloom  Dark Heirloom
- Custom / Matched Color

Choose Finish Porosity:  Open Pore  Semi-Open Pore  Closed Pore

Choose Finish Sheen:  Dull  Satin  Gloss

Choose One:  Marred  None

Choose One:  Distressed  None

Choose Color Contrast between Veneers (If Applicable):  Low  Medium  High

Special Antiquing: \_\_\_\_\_  None

**SECTION 7**

***Additional specifications or requirements:***

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**SECTION 8*****Please determine the delivery, installation, knockdown and assembly requirements:***Shipping SpecificationsChoose One:  Domestic Shipping  International ShippingChoose One:  Furniture Mover  Commercial Delivery  Common-Carrier Delivery Air Cargo  Oversea CargoChoose the packaging method:  Blanket Wrapped  Corrugated Boxed  Wooden CrateAre there any weight restrictions for the size of the piece?  Yes  No

If yes, please explain: \_\_\_\_\_

Accessibility to the Building/Residence for Delivery:1. Is there a loading dock?  Yes  No IF yes, what is the dock Height? \_\_\_\_\_

2. What are the dock door dimensions? \_\_\_\_\_

3. Is the dock "tractor trailer" accessible?  Yes  No4. Are there any street or driveway restrictions?  Yes  No

If yes, please explain: \_\_\_\_\_

5. What are the days and hours for delivery? \_\_\_\_\_

6. Are there any restrictions regarding the unloading of cargo?  Yes  No

If yes, please explain: \_\_\_\_\_

7. Will someone be available to help the driver unload?  Yes  NoAnalyzing the route through the building:1. Is this being timed with a remodeling project?  Yes  No

2. What manpower is required? \_\_\_\_\_

3. Who will be installing the furniture? \_\_\_\_\_

4. What are the doorway dimensions? \_\_\_\_\_

5. Will it have to move up an elevator?  Yes  No

If yes, what are the dimensions? \_\_\_\_\_

6. Will it have to move up a staircase?  Yes  No

If yes, what are the dimensions? \_\_\_\_\_

7. Will any door moldings have to be removed and re-installed?  Yes  No8. Will any existing furniture need to be moved?  Yes  No

If yes, who is responsible? \_\_\_\_\_

9. Who is the primary contact for installation? Name \_\_\_\_\_ Ph# \_\_\_\_\_

Consideration for, and installation of, any equipment to be used with furniture:

1. What equipment will be used on/in the furniture? (computer, printer, TV, DVD, CD, etc.)

\_\_\_\_\_

2. What are the dimensions of the equipment? \_\_\_\_\_

3. How will the wiring for the equipment be routed through the furniture? \_\_\_\_\_

\_\_\_\_\_

4. Who will be responsible for installing the equipment? \_\_\_\_\_

***Additional details, requirements, or special requests:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 9**

I acknowledge that the specifications provided in this document will be the basis for a quotation. Any future changes to the specifications must be documented, and may result in changes to pricing and manufacturing leadtime.

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name Here: \_\_\_\_\_