**DEALER:**
**SALES PERSON:**
**DATE:**

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# LECTERN WORKSHEET #1

## OUR STANDARD FEATURES

*MUST Choose One Option In Each Area Before Order Will Be Processed*

*\*Since wood is a natural product, the grain, texture, color and porosity of*

*each piece may vary and an exact match cannot be guaranteed.\**

| Lectern Size | Stain Choices | Hardware Choices | Pionite Work Surface w/Pencil Stop |
|---|---|---|---|
| [ ] 25"w x 24"d x 48"h | [ ] Natural | [ ] Brass | [ ] Slanted Work Surface |
| [ ] 35"w x 31"d x 48"h | [ ] Golden Oak | [ ] Chrome | [ ] Flat Work Surface |
| [ ] 45"w x 31"d x 48"h | [ ] Early American | [ ] Black | [ ] Custom (See Below) |
| [ ] Custom (by quote) | [ ] Cherry | | |
| | [ ] Special Walnut | *Standard Features* | |
| *Wood Choice* | [ ] Red Mahogany | One Shelf | One Surface Grommet |
| [ ] Oak | [ ] Specialty - Dark Red Mahogany | Square Corners | w/ cable retainer |
| [ ] Birch | [ ] Custom (see below) | Removable Front Panel | One Floor Grommet |
| [ ] Custom (see below) | | Heavy Duty Casters | |

## OPTIONS

*Be Sure To Check-Off All Applicable Boxes*

*Please note that all aspects are from the Speaker's perspective.*

[ ] **05.110.001** Locking Doors

[ ] **05.110.002** Locking Pocket Doors

[ ] **05.111.001** Slide Out Keyboard Drawer
  [ ] Left Side      [ ] Right Side
    \*\*Note: Drawer is full width on 25" and 35" models

[ ] **05.111.002** Locking Document Camera Drawer
  [ ] Left Side      [ ] Right Side

[ ] **05.111.003** Rack Mounted Storage Drawer (2 Rack Units)

[ ] **05.111.004** Rack Mounted Storage Drawer (5 Rack Units)

[ ] **05.111.005** Hinged Side Shelf

[ ] **05.111.006** Pull Out Drawer

[ ] **05.112.001** LCD Monitor Well
  [ ] Shelf Style ( A )      [ ] Well Style ( B )
  [ ] Left on Work Surface   [ ] Right on Work Surface
  Please provide overall dimensions: Width_____ x Height_____

[ ] **05.112.002** CRT Monitor Well
  [ ] Left on Work Surface   [ ] Right on Work Surface
  Please provide overall dimensions: Width_____ x Height_____

[ ] **05.112.003** LCD Sub-Surface Mtr Well with Plex-Cover
  Please provide opening dimensions: Width_____ x Height_____
  [ ] Left on Work Surface   [ ] Right on Work Surface

[ ] **05.112.004** CRT Sub-Surface Mtr Well with Plex-Cover
  Please provide opening dimensions: Width_____ x Height_____
  [ ] Left on Work Surface   [ ] Right on Work Surface

[ ] **05.112.005** Work Surface Divot
  (Please indicate location on Worksheet 2)

[ ] **05.112.006** Work Surface Turret (used w/flat work surfaces)
  (Please indicate height, width and depth of LCD monitor)

[ ] **05.113.001** Surface Cutout (square / rectangle)
  (Please indicate size and location on Worksheet 2)

[ ] **05.113.002** Surface Cutout (round - up to 4"diameter)
  (Please indicate size and location on Worksheet 2)

[ ] **05.114.001** Fluted Corners

[ ] **05.114.002** Radius Corners

[ ] **05.114.003** Custom Stain Match
  (Stain is NOT one of BEI standard choices)

[ ] **05.114.004** Split Work Surface
  (Surface is flat in front and angled in the back)

[ ] **05.114.005** Upgrade to Cherry, Mahogany or Walnut

[ ] **05.114.006** Upgrade to Maple

[ ] **05.114.007** Upgrade to Laminate

[ ] **05.115.001** Extra Wooden Shelf

[ ] **05.115.002** AC Outlet in Surface
  (Please indicate location on Worksheet 2)

[ ] **05.115.003** Littlite
  (Please indicate location on Worksheet 2)

[ ] **05.115.004** EIA Rack Rails w/screws
  [ ] Left Side      [ ] Right Side

[ ] **05.115.006** AC Fan installed

[ ] **05.115.007** Hubbell Power Input Connector
  (Please indicate location on Worksheet 2)

[ ] **05.115.008** Digital Clock in Work Surface
  (Please indicate location on Worksheet 2)

[ ] **05.115.009** Extra Grommet
  (Please indicate location on Worksheet 2)

[ ] **05.115.010** Lock for Front Panel

[ ] **05.115.013** Lock for Keyboard Drawer

[ ] **05.115.011** Side Mounted Desk
  [ ] Left on Work Surface   [ ] Right on Work Surface

[ ] **05.115.012** AC Power Strip w/6 outlets

[ ] **05.120.001** Quick Ship
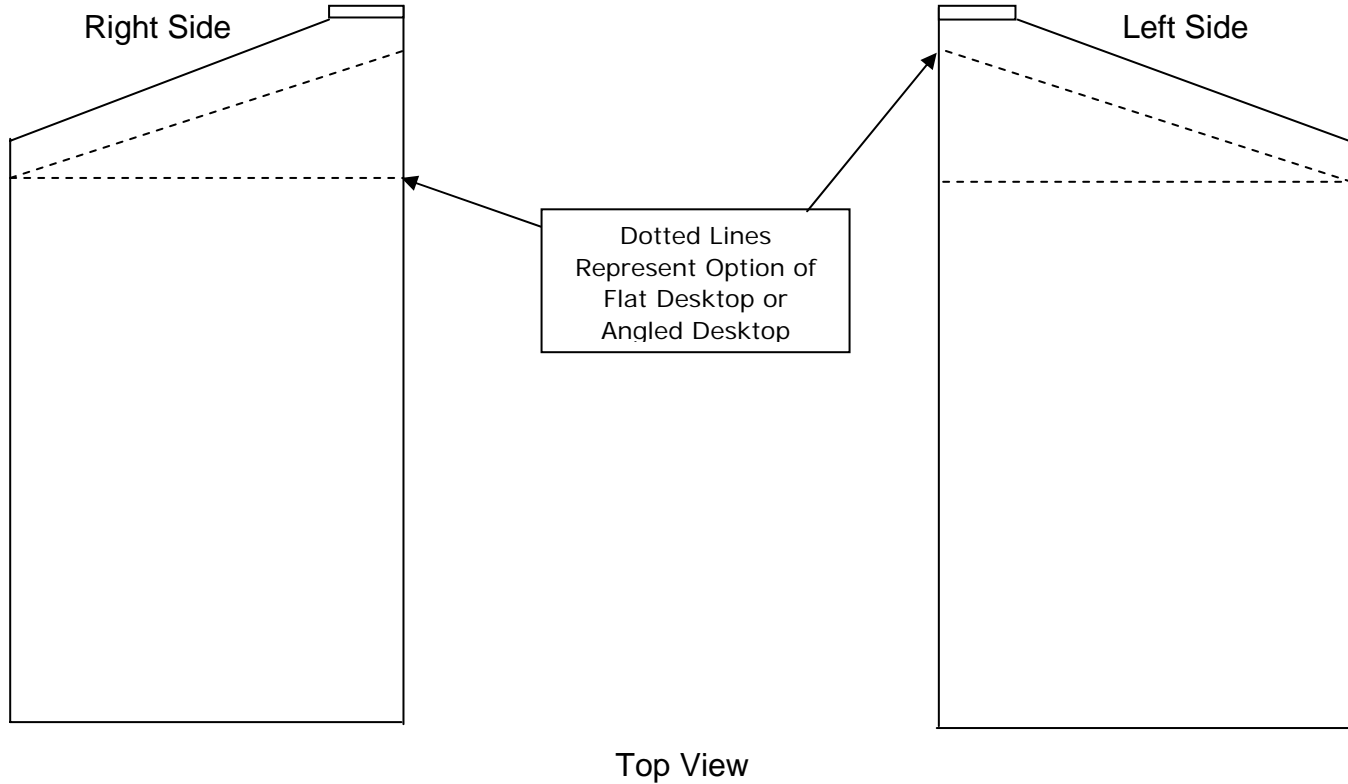  Ships in 12 Business Days ARO and worksheets

ver2-05

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# LECTERN WORKSHEET #2

**\*\*\* Please show cutouts and placement of options from Worksheet #1 as necessary \*\*\***

Right Side

Left Side

Dotted Lines Represent Option of Flat Desktop or Angled Desktop

Top View

Please show desired location of standard work surface grommet.

Notes:

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# LECTERN WORKSHEET #3

## *Monitor Mount Options*

**05.112.001**

**A**

### LCD Monitor Well
**"Shelf Style"**

Specify width and depth.

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**05.112.001**

**B**

### LCD Monitor Well
**"Well Style"**

Specify height and width.

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**05.112.002**

### CRT Monitor Well

Specify 15" or 17"

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**05.112.003**

### LCD Sub-Surface Monitor Mount w/ Plexiglas

Specify height and width.

---

**05.112.004**

### CRT Sub-Surface Monitor Mount w/ Plexiglas

Specify 15" or 17".

---

**05.112.005**

### Divot
A 3/4" deep laminated cutout with a laminated bottom. Use for LCD bases on slanted work surface.

Specify width and height.

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**05.112.006**

### Turret
A laminated work surface riser to be positioned on work surface by technician.
Specify width, height and depth.

(Front height is minimum 3")