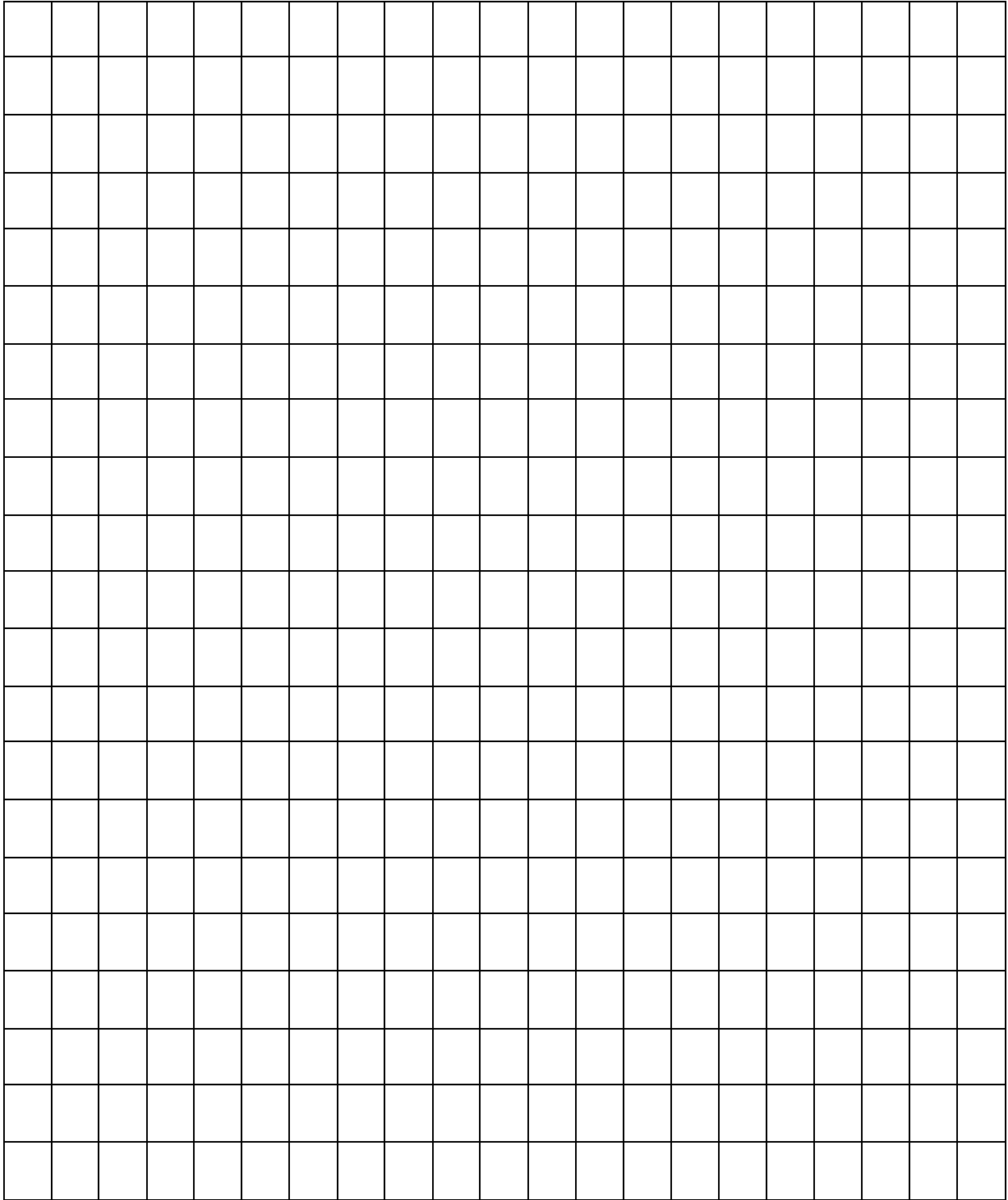


OFFICE PLANNING AREA



Use above graph to pre-plan placement of furniture and equipment in the new office. This will avoid confusion and delay in setting up your new quarters. Once completed, and prior to move, attach copy to the wall of the new office area.

A scale of 6" each graph square is adequate for most individual office work area requirements. If your area needs are greater, use a scale of 12" for each square. Be sure to indicate doors, columns and other obstructions.