



## NEEDS ANALYSIS

### COMPANY INFORMATION:

Company Name:

Copy/Fax/Mail Room:

Contact Name:

**\*SIGNAGE:**

Cellular Phone:

Office Phone:

**\*TERM DESIRED:**

Office Fax:

**\*PRICE/SF (range):**

Office E-Mail:

**CURRENT RENT:**

Current Address:

**\*EXPENSES:**

**\*LOCATION DESIRED:**

How are they presently paid:

Reasons for Location:

**\*PARKING:**

**\*CLASS OF BUILDING:**

**\*SIZE REQUIREMENTS (# OF SF ):**

**HVAC:** (special reqt's):

Current Size:

Office Hours, etc:

Preferred Size:

**\*FLOOR LOAD FACTORS** (items to be considered):

**\*EXPANSION CAPABILITIES:**

**OTHER ITEMS:**

**REQUIREMENTS:**

Computer Needs:

# of Exec. Offices/Size:

Phone System Needs:

# of Cubicles/Size:

DSL Lines Installed:

Reception Area:

Fiber Optics:

Kitchen:

Other:

Storage:

**\* Rate these 1-10 in importance. Please include other factors if desired**