



# Office Task Chair Quote Form

Date: \_\_\_\_\_ Agency name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Who the chair is for: \_\_\_\_\_ Office location: \_\_\_\_\_

## Office Task Chair Assessment

See page 2 for steps and instructions

Knee to floor measurement: step ①	Lumbar height measurement: step ④
Seat pan length measurement: step ②	Arm type: step ⑤
Seat width measurement: step ③	Seat pan type: <input type="checkbox"/> Standard <input type="checkbox"/> Tractor <input type="checkbox"/> Coccyx Cutout step ⑥
Multi-Shift Chair: <input type="checkbox"/> Yes <input type="checkbox"/> No	Weight: <input type="checkbox"/> Under 300 <input type="checkbox"/> Over 300
Casters (flooring): <input type="checkbox"/> Carpet <input type="checkbox"/> Concrete	Material type: <input type="checkbox"/> Mesh <input type="checkbox"/> Fabric
Casters (locking): <input type="checkbox"/> Yes <input type="checkbox"/> No	Special instructions:
Comments:	

## Office Task Chair Quote (section to be completed by supplier) (Quote must be returned no later than 3 business days)

All chairs quoted must have a 5-prong base, no exceptions.

Supplier name: \_\_\_\_\_

Contact person name: \_\_\_\_\_

PA#: \_\_\_\_\_

Material type:  Mesh  Fabric

Recommended chair type: \_\_\_\_\_

Back type: \_\_\_\_\_

Seat pan type: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Seat pan slider: \_\_\_\_\_

Arms type: \_\_\_\_\_

Cylinder height: \_\_\_\_\_

Casters: \_\_\_\_\_

Posture controls: \_\_\_\_\_

(these controls modify the position and angle of the seat and back)

Model #(s): \_\_\_\_\_

Brand name: \_\_\_\_\_

Total cost: \_\_\_\_\_



### STEP 1: Knee to Floor

Determines seat height and cylinder size. Ask if the person's shoes are the ones normally worn. Take the knee-to-floor measurement with the person standing and pointing to the top of the knee cap. Measure from there to the floor. If you are adjusting for the open angle position, use the knee-to-floor measurement to set the height of the chair seat. For 90-90-90 or for Grandjean positions, subtract one to two inches. Set the chair to this height with the person seated in it, measuring from the floor to the middle of the top edge of the seat. Use the seat height adjustment control on the chair to raise or lower the seat to the correct knee-to-floor measurement.

### STEP 2: Seat pan length

(distance from the back of the buttocks to the back of the knee) Ask the person to sit forward in the chair, away from the backrest and place a pad of paper or a clipboard between the lower back and the backrest. Ask the person to move back in the chair until he or she is in contact with the backrest. Take the measurement from the paper or clipboard to the back of the knee to determine the seat depth needed. Using the seat slider control, adjust the seat pan forward or backward to provide two to three finger widths of space between backside of the knee and the front edge of seat pan.



### STEP 3: Seat pan width

Have the individual sit in a chair where there is room on either side. Measure the distance between the upper thighs on the individual. With that measurement, add two inches to make sure the individual will be comfortable with the width of the chair.



### STEP 4: Lumbar height

Determines how high the seat back should be. The lumbar curve in the back of the chair must match the natural curve of the lower back. Ask the person to move forward on the seat pan and place the back of one hand in the middle of the lumbar curve. Then measure from the seat pan to the middle of that hand. Record this measurement.

### STEP 5: Arm type options

If no arms are desired then list N/A in the form field

- Adjustable up & down only
- Swiveling in and out
- Pivots 360 degrees
- Moves forward and backward
- Stationery with no adjustability

### STEP 6: Seat pan type

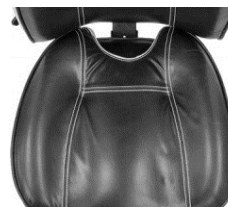
#### Standard



#### Tractor



#### Coccyx Cutout



Cutout designed to reduce pressure on lumbar spine