**Your Company Name**
Company Street Address
Company City, State & Zip
(phone) / (fax)
Prepared By: Registered User's Name

# OFFICE NEEDS ANALYSIS

**Prepared For: (client's name appears here when registered)**

## Office Needs Summary

| Description of Department | Staffing | | Usable Sq. Ft. | |
|---|---|---|---|---|
| | Current | Growth | Current | Growth |
| **Shared Facilities** | 1 | 0 | 2,125 | 0 |
| **Corporate Facilities** | 4 | 1 | 1,879 | 243 |
| **_____ Department Facilities** | 23 | 8 | 3,056 | 890 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **Total Usable Sq. Ft.** | | | 7,061 | 1,133 |
| **Building's Common Area Factor** | | | 1.13 | 1.13 |
| **Rentable Sq. Ft.** | | | 7,978 | 1,280 |
| **TOTAL RENTABLE SQ. FT. REQUIRED** | | | | 9,258 |

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