BELLA'S

Dream it   Design it   Love it

Thank you for choosing Bella's. Here are some detailed instructions to use while you measure and sketch your space for our designer. Please read closely and remember the tried and true saying: measure twice cut once.

Tools Needed:
- ❏ Measuring tape (25ft in length is best)
- ❏ Pencil
- ❏ Pen - Optional, but helps for scanning
- ❏ Grid-paper (provided in this document)

Instructions:
- ❏ Clear obstructions away from walls (i.e. existing furniture, appliances, etc.)
- ❏ First we're going to make a map of the floor. Start in one corner measuring from the **floor** (NOT THE WALL) measure the distance between the corners. We are creating a map of the floor right now.
- ❏ After measuring, using your pencil and the grid (third sheet of this document) draw and label the dimensions of each side of the room. You may provide the dimensions in Inches or Feet.
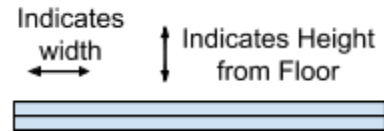 ***Note:***
  Indicate inches with double quotes ie. 68"
  Indicate feet with single quotes (or apostrophe) i.e. 5'8".
  Indicate fractional inches with decimals i.e. ½ inch = 0.5 inch

❏ Using the symbol key below measure and indicate the location of important objects like windows, doors, outlets, switches, etc. You only need to measure from one wall to the edge of the object and then indicate the width of any windows, doors, or other openings.

❏ When measuring windows please include the height from the floor as indicated to the right.

Indicates width ↔ ↕ Indicates Height from Floor

Symbol Key:

⊖ = Power Outlet On Wall

▽ = Data Port (Network Port)

⊖ = Floor Power Outlet

S = Light Switch

= Door - Indicate direction of swing and width measurement

I = Height from floor (add measurement next to symbol)

⊢⊣ = Width (add measurement next to symbol)

= Window (add width and height using symbols above)