



## What We Will Need To Place Your Order

1. **Floor Plan** - this can be a copy of the blue print, or on any paper that shows the dimensions of the kitchen area with windows and doors noted (graph paper enclosed). Regarding the windows and doors, please indicate center of item and then to the edges of the trim (if any) or edges of the item. See page 2.
2. **Refrigerator Width.**
3. **Stove Width.**
4. **Vanities:** if you are needing a vanity or vanities let us know the size(s) you want and what side the drawers need to be on, (for vanities above 30"). Vanities starting at 42" can have a double column of drawers.
5. **Due date.**
6. **Address of the home:** (that the cabinets are going to.)
7. **Color for the cabinets.** See samples included with kit.
8. **Any extra cabinets,** (for the laundry room, toilet toppers, linen closets, etc.)
9. **Any matching furniture** (entertainment center, sofa table, coffee table, etc.)
10. **Molding Information,** if molding is ordered. (Type, Total LF Needed) (Contact us for pricing).
11. Send us pages 2 – 6 when complete. See page 6 on how to contact us.

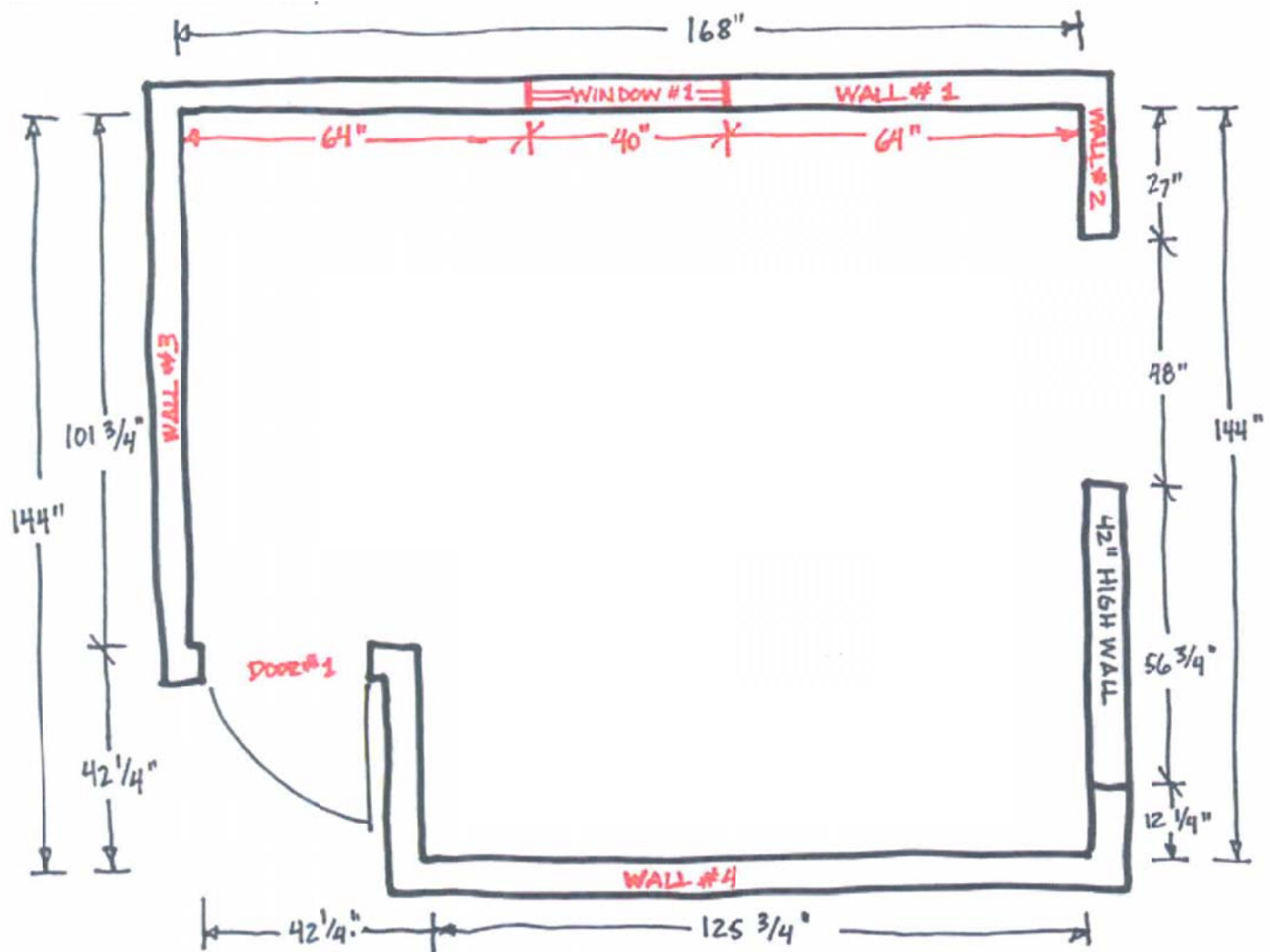
Any Questions or concerns please feel free to contact us at any time.



# Iowa Prison Industries Cabinet Measuring Guide

Accurate measurements are essential for a successful design! By following these simple step-by-step instructions, you can provide the information needed to ensure proper fit of cabinetry and appliances. So, let's get started! You may use plain paper or if you prefer, graph paper is provided on page 4 of these instructions.

Begin by measuring your existing room floor plan. For best results, it is recommended to measure all walls at a point about 36 inches above the floor. You'll want the tape measure to be taut when measuring, so an extra set of hands will be helpful. Begin in one corner of the room and measure to adjacent wall. Record this measurement (in inches), and proceed to next wall. Repeat until all walls are measured. Now, make a rough sketch of floor plan and transfer measurements to outside perimeter of drawing as shown below.





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## MEASURE DOOR & WINDOW OPENINGS

Measure each door and window in the kitchen and record on charts provided. Always measure from outside edge of trim to outside edge of trim. All measurements are to be stated in inches.

WINDOW MEASUREMENTS			
WINDOW #	DIMENSION "A"	DIMENSION "B"	DIMENSION "C"
#1			
#2			
#3			
#4			

DOOR MEASUREMENTS		
DOOR #	DIMENSION "A"	DIMENSION "B"
#1		
#2		
#3		
#4		

Please check any of the following that you would like to see incorporated into your design:

- |  |   |
|--|---|
| <input type="checkbox"/> WALL CROWN MOULDING*      | <input type="checkbox"/> QUARTER ROUND MOULDING*            |
| <input type="checkbox"/> CASE MOULDING*            | <input type="checkbox"/> BASE MOULDING*                     |
| <input type="checkbox"/> MICROWAVE CABINET         | <input type="checkbox"/> 24" DEEP OVER REFRIGERATOR CABINET |
| <input type="checkbox"/> SIT DOWN DESK WORK AREA   | <input type="checkbox"/> KITCHEN ISLAND                     |
| <input type="checkbox"/> LAZY SUSAN CORNER CABINET | <input type="checkbox"/> CORNER WALL LAZY SUSAN             |
| <input type="checkbox"/> ROLL-OUT TRAYS            | <input type="checkbox"/> FULL EXTENSION DRAWER GLIDES       |
| <input type="checkbox"/> ADDITIONAL SHELVES        | <input type="checkbox"/> OTHER _____                        |

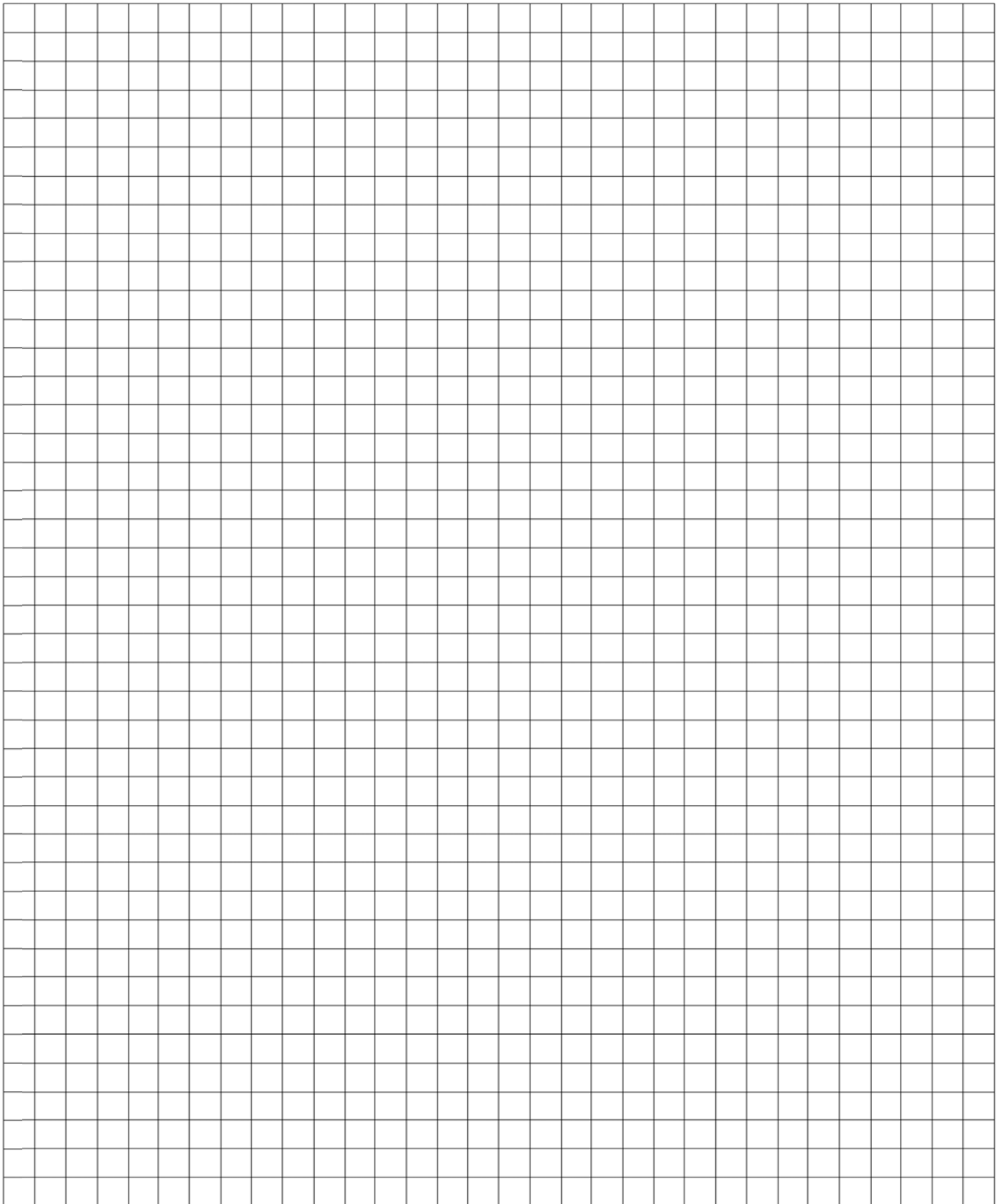
\*PLEASE SPECIFY UNPAINTED POPLAR OR FINISHED RED OAK

**CONGRATULATIONS!** You have completed the measuring requirements and are on your way to your new cabinetry. Send us the completed pages along with the provided cover sheet, via fax, email or by post. We will notify you by email when we receive your design request, and our Design Team will begin creating your new cabinetry!

***Thank you for choosing IPI Cabinetry Program***



# Iowa Prison Industries Cabinet Measuring Guide







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Fax to: 319.372.2856

Email to: [laura.mendez@iowa.gov](mailto:laura.mendez@iowa.gov)

Total number of pages including cover page: \_\_\_\_\_

Check boxes for information included in this package:

- FLOOR PLAN DRAWING
- INFORMATION ON VANITIES
- INFORMATION ON COLOR, DUE DATE, ADDRESS OF HOME,  
EXTRA CABINETS AND/ OR FURNITURE. (NOTES)
- PAGES 3 – 5 OF MEASURING GUIDE

YOUR CONTACT INFORMATION:

NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

BEST NUMBER AND TIME TO CALL: \_\_\_\_\_

EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_