

Custom Furniture Design Specifications

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Subject: Custom Furniture Design Specifications for [Event Space Name]

Project Overview

This document outlines the custom furniture design specifications for the upcoming event at [Event Space Name]. Our goal is to create a functional and aesthetically pleasing environment that meets your unique requirements.

Event Details

- **Event Date:** [Insert Date]
- **Event Type:** [Insert Type of Event]
- **Number of Guests:** [Insert Number]

Furniture Specifications

Seating

- **Type:** [e.g., Chairs, Sofas, Benches]
- **Material:** [e.g., Fabric, Leather, Wood]
- **Color:** [Insert Color Scheme]
- **Quantity:** [Insert Quantity]

Tables

- **Type:** [e.g., Round, Rectangle]
- **Material:** [e.g., Glass, Wood]
- **Size:** [Insert Dimensions]
- **Quantity:** [Insert Quantity]

Design Concepts

Please find attached design sketches and mood boards that illustrate our proposed concepts for the event space.

Budget and Timeline

The estimated budget for the custom furniture is [Insert Budget]. We aim to complete the project by [Insert Completion Date].

Next Steps

We welcome your feedback on the proposed specifications and look forward to discussing them further.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]