

Process And Tips To Buy Office Furniture .

It is one of the easy process and decision to buy office furniture. Only what is required is proper planning and clarity about requirement. The purpose of this document is to inform about tips, general guidelines to make the “process to buy office furniture” smoothly.

Space Consideration:

It is all about space. Furniture required in new space or additional furniture in existing space. Smart Desk can help with layout suggestions and do autocad layout if space is less than 5000 square feet. This layout is limited to furniture only.

Clarity On Requirements:

There has to be approximate count of furniture you required. Define the number of workstation, cabins, storages units, meeting rooms and the location of UPS room, dry pantry and reception tables. Refer Smart Desk brochures for all furniture products.

Workstation Dimensions:

Popular workstation sizes are 4X2 feet back-to-back or 3X2 feet back-to-back, optimizing space utilization and cost. In 4X2 configurations, separate drawer is feasible .In 3X2 configurations drawer sharing is an option. Refer to Smart Desk model options document.

Choosing System Type:

Determine the type of system you need – frame system, open office setup, or free- standing tables. Partition heights can be 1200mm for privacy or 1050mm for open discussions. Refer the Smart Desk brochure for reference.

Layout Design:

Collaboration with the vendor for layout design is crucial. Pay attention to passage movement, alignment and comfort for your team. Customizations might be necessary for pillars. Double-check final drawing to ensure alignment with expectations. Office furniture is not off the shelf. It is exchanging of the visualization to put into reality without any mistakes .Once drawing is clear sign to freeze it.

Budget Allocation:

Costs vary based on size, specifications and finish. Office furniture significantly impacts the office appearance. Refer to Smart Desk “Budgetary Cost” document.

Color Selection:

Choose colors aligned with your branding or interior theme. Refer to Smart Desk shade card for color options.

Customization And Lead Time:

Modular office furniture is tailored to your needs typically takes 15 to 21 days for delivery. Refer to Smart Desk “FAQ” document.

Payment Terms:

Payment terms often include 50% advance, 40% upon delivery and 10% after installation.

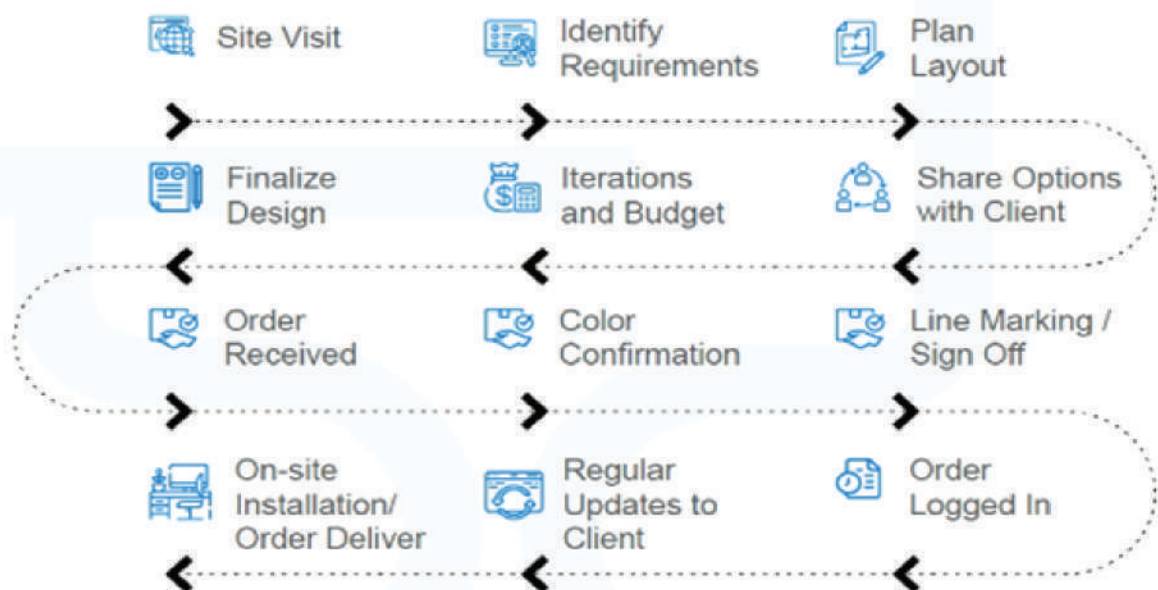
Ergonomic Seating:

Invest in well - branded ergonomic chairs that offer comfort and proper design for users.

Electrical And Networking Considerations:

Verify electrical and networking placement – below, above, or on the tabletop. Furniture vendors provide cutouts for these.

The Process Cycle Of Buying Office Furniture :-



Vendor Check List:-

Office furniture is an one time asset to purchase any firm or individual, selection of vendor plays a very vital role for the completion of the project. Following are the check list:-

- Professionals in office furniture solutions.
- Choose vendors specializing in office furniture only.
- Confirm the display of office furniture.
- Ensure the use of branded raw materials for quality finishes.
- Evaluate their project management capabilities.
- Assess their range of drawing options.
- Look for their continuous learning about industry trends.
- Check their willingness to provide service for any order size.

Smart Desk assists to customers in creating a positive workspace environment through effective solutions. Our goal is to help you to carve a happy workplace.