



# FREE REPORT



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# WORKSPACE SYSTEMS

## Free Report Detailed Page: “7 Steps to Designing Fitting and Furnishing your Workspace”





1.

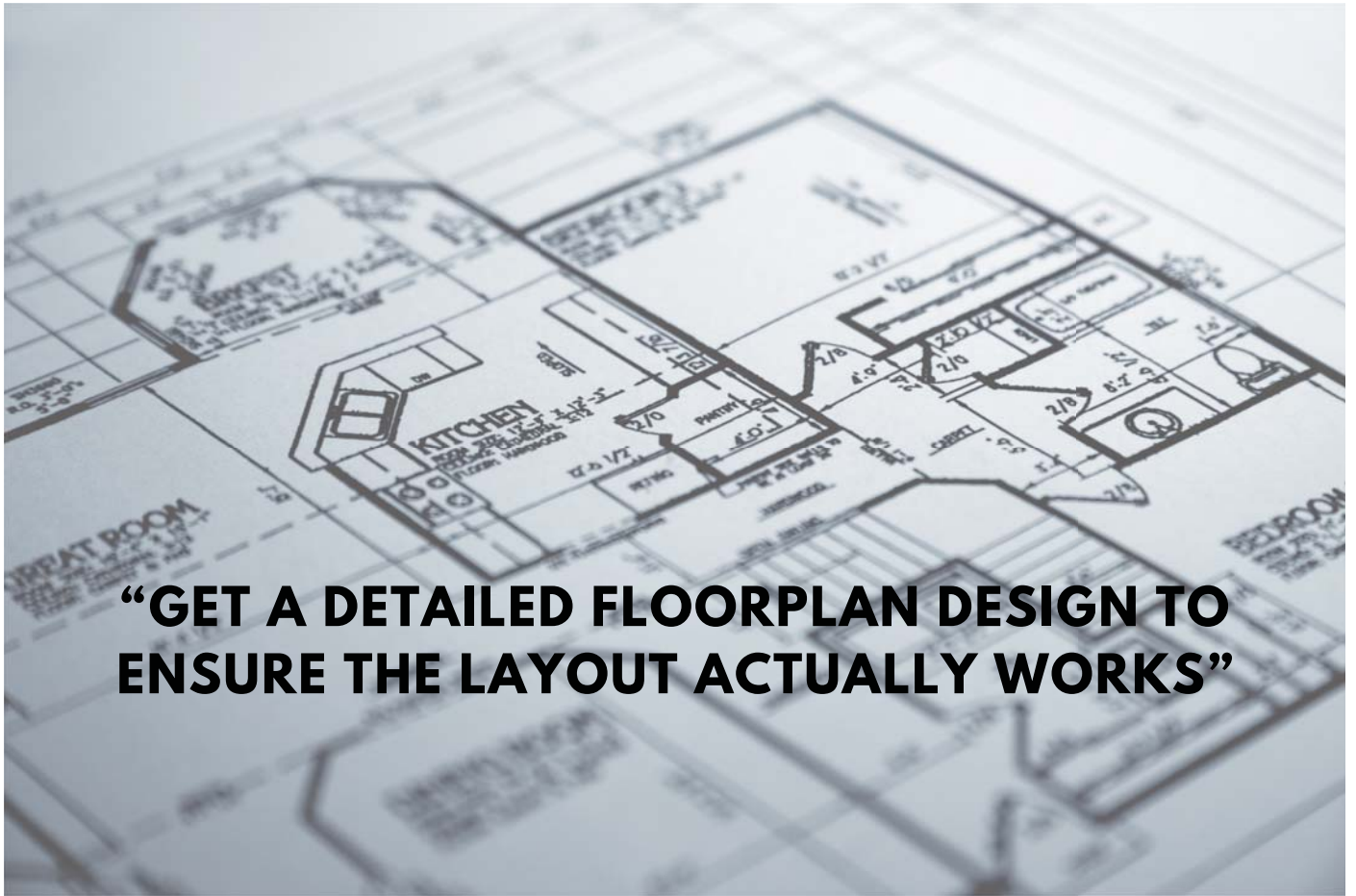


When a supplier knows exactly what you need, and the constraints you are working with, it makes it a lot easier to recommend specific products, ways to design and layout your space, and how to get the best value for your investment. This is often only possible if we can come to site to properly understand what you need, with the location and space you have to work with.

Avoid any suppliers that are hesitant to do in person visits, as it tends to show they would prefer to sell you products without first making sure they are properly applicable. At the very least, ensure they can offer you a floorplan scale drawing of your project before you proceed with an order.



## 2.



**“GET A DETAILED FLOORPLAN DESIGN TO ENSURE THE LAYOUT ACTUALLY WORKS”**

The right floorplan helps both save and maximise your space, and if it is detailed, it also takes away any unknowns in a project before you commit to ordering. Being able to look at 2D and 3D renders gives you an accurate visualization of your project, helping you pick up on areas that maybe don't work so well, and being able to see opportunities also to increase space, free up space, or simply make workflow better.

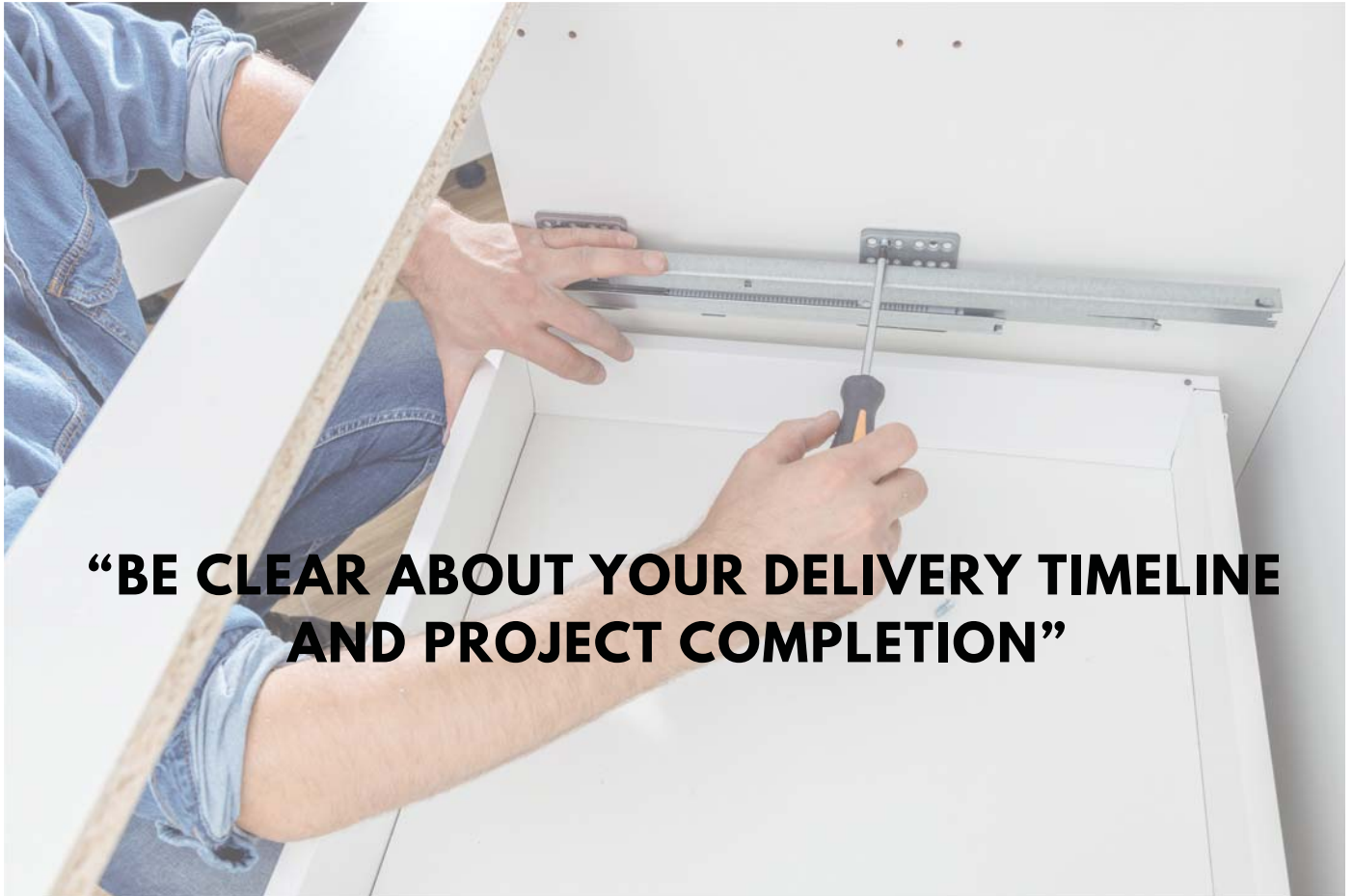
Added to this is the benefit of seeing the design and styling of products in your space before making a decision on them. You wouldn't build a house without carefully ensuring plans matched your needs – make sure you get a floorplan design of your workspace to ensure it does the same.

### 3.



Office furniture and even warehouse storage systems are commonly supplied flat packed to save on freight and delivery. Ensure when you are purchasing your furniture you are aware of whether the product comes assembled or not, and make sure you allow for it if not.

Additional to this, if the same company that is supplying the furniture is also delivering and installing, it takes away any potential issues that might arise from having the incorrect item supplied/ damaged or insufficient parts or simply the installers not understanding the layout and design brief. If the supplier you use has in-house installers it makes the delivery process much smoother, and means it is one less thing you need to worry about in your project.



Often during a build process, moving premises or upgrading an existing space, the last thing that gets thought of is furnishing the space properly. It is correct that generally furniture and shelving is the last piece of the workspace puzzle, but we feel it should be something that you look at seriously in conjunction with the other moving parts. Often we hear from customers who are about to move into a new space and need to have it furnished inside 2-3 weeks. We can generally help to some extent, but if the process is started 4-6 weeks earlier it can mean there is many more options available, which can offer a more tailored solution.

Be sure to advise your supplier of a completion or ‘move in’ date for your project so that they are sure to offer solutions that work with this timeline.



## 5.



Getting everything set up and working in a new office can be challenging at the best of times, let alone if anything goes wrong with any product. A large number of office furniture or storage system companies offer furniture but go missing as soon as anything goes wrong with a product, and if onsite support is needed it can take weeks or even months to arrive.

By choosing a supplier that is in your area often and has trained installers and technicians that can respond quickly to any warranty issues, is something that should be considered on your next project. Whilst sometimes not always the cheapest, local suppliers that can offer this service will end up being more cost effective in the long run, with less potential down time for your team or equipment.



## 6.



### **“ASK FOR THE BEST QUALITY PRODUCTS FOR YOUR BUDGET”**

We all want the best products for the best price, and especially in a market where there is lots of options to consider as far as products go. Sometimes it can get a little cloudy on what is actually good value. We recommend you have a budget in mind and then ask your supplier to give you options of products within your budget. This will help you see the different specs and selling points of products, and choose what suits your needs the best.

Some things may not be priority with you at all, for instance – lunchroom tables and chairs, but you want to make sure you have comfortable and supportive office chairs for staff. Having these options in your quotes helps you make decisions on what is important for your project.





Previous performance is always the best way to help decide on who to use as a supplier. If there isn't an existing relationship, ensure that you research reviews and feedback from previous customers with a supplier you are thinking of working with.

Having quality and genuine testimonials and referrals from previous customers helps ensure that the supplier you are thinking of using has worked with clients just like you before, and provided a great result.

# “7 STEPS TO DESIGNING FITTING AND FURNISHING YOUR WORKSPACE”



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