

Six Basic Steps to Furnishing Your Office

Step One – Information Gathering

- Initial Client Meeting
- Needs assessment
- Preliminary budgets discussed
- Project Timeline established
- Floorplan acquisition/Field Measurements
- Inventory of existing furniture, if necessary

Step Two – Design/Planning

- Preliminary drawings
- Preliminary Quotes
- Layout Revisions
- Final budget established
- Final Layouts
- Furniture selections
- Color Scheme finalized

Step Three – Final Customer Approval

- Sign-offs on quote, payment schedule
- Sign-off on final layout
- Deposit remittance
- Installation Drawings Completed
- Electrical/Data Drawings completed

Step Four – Ordering

- Preliminary Contractor Coordination of Services
- Installation Schedule Established
- Product Ordered
- Delivery Schedule Coordinated

Step Five – Installation

- Coordination of Construction/Flooring/Electrical/Data Cabling
- Furniture Installation

Step Six – Follow-Up

- Punch List Completed, if applicable
- Post Installation Warranty Packet Delivered
- Customer Satisfaction Survey