

## TIPS FOR BUYING A DESK

### **Choose a non-reflective surface.**

Look for laminates that reduce glare to help make your work easier to read, while reducing eye strain.

### **Look for European connectors.**

If you are buying ready-to-assemble furniture, or imported furniture, look to see that the pre-drilled, connections are metal to metal. (Screws into pre-installed metal inserts). This metal to metal connection will help ensure a longer life span on your furniture purchase.

### **Look into the future.**

Consider not only your current needs, but what do you project for your business growth in the future. A modular desk is easy to set up initially, and equally easy to reconfigure or adapt to your future needs.

### **Avoid tangles.**

Grommets in desktop surfaces will help keep computer and telephone wires out of the way and organized.

### **Options...**

**Edge details** – allow you to differentiate between management and administrative staff, for little to no additional cost. Or just adds a little designer touch to your office!

**Island or Peninsula Worksurfaces** – create a meeting area for 3-4 people at once with ample leg room for all. This is an excellent option for smaller offices without additional room for a separate meeting table.

**Adjustable Keyboard Trays** – allows your arms to maintain a comfortable position, reducing shoulder, back and neck strain.

\*Information provided with the assistance of Global Total Office.

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