

Office Furniture Buying Guide



**Easy, Fast, and
Affordable.**

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That's the dream when buying office furniture, right? No enormous budgets, advanced degrees required, or painful 6-8 month lead times. Dream no more!



You can quickly outfit a modern office environment with quality products and prices that fit your budget. Here's a few ideas to get started.



1 Make your wish list.

Think about the number (and even heights!) of employees, their work styles (work from home versus time in the office), storage and power/connectivity requirements, and how they work as teams. Are they hot-desking and need fewer permanent storage options, or does everyone need a dedicated workstation? How many spaces/applications need new furniture? And if you aren't upgrading all spaces, how well will the new furniture fit in with what you currently have?

Then, consider aesthetics – the look, feel and representation of your brand – plus environmental factors like recycled content, indoor air quality and recyclability. Now make your wish list of products (with a few extra chairs thrown in for guests and good measure!), including your design and color preferences and any other considerations. Now, you're ready to start!

2

DIY or dealer?

Will cheaper, off-the-shelf options from big box stores or online retailers suffice to furnish your office? If you go that direction, consider the hidden costs of installation and the more frequent replacement required of lower quality products with shorter warranties.

The more complex your needs and long-range your planning, the more you'll appreciate a dealer's assistance. Some areas they'll support you in include design, space planning, local electrical regulations, product choices and specifications, and hiring professional installers. Plus, the higher quality options the dealer will present to you are guaranteed to have a more solid adherence to environmental standards and a better warranty, saving you money and headaches in the long run.





3 Don't have on budget blinders.

Quality office furniture should last for many years and can have great impact on your employees' productivity and job satisfaction, so consider it an investment in the success of your company. However, you don't have to break the bank when you're smart about it – spend more on items that take a beating from everyday use and create the aesthetic tone of the office (think “statement” pieces) and save on less critical filler pieces.

There are many costs to consider when furnishing your office – beyond color and aesthetics, prepare for electrical wiring, privacy and acoustical needs and storage that is well-suited to each person, as well as professional installation to ensure everything is up and running to your satisfaction. An office that's only 90% functional is not functional at all!

Like everything, the more features and complicated choices there are, the more you'll pay – so look for ways to simplify. And it always pays off to think through and define your list of “must haves” and “nice to haves” at the start of the project.

4 Future proofing.

Think about two, five or even 10 years down the line when your office furniture needs add-ons, repairs, or upgrades. It may be you who is tasked with this, or someone else, but you don't want *anyone* in the position of starting from scratch for repairs and additions. Buying from a reputable manufacturer through a dealer gives you that piece of mind that the product will still be around in years to come and supported through a warranty.

Ask whether the vendor you're buying from has a track record and is likely to be around and carrying your purchased products in the future. And will they have grown their collection, incorporating new styles and technologies as they become available?

Also, explore an office furniture style that is versatile and mobile, allowing you to adapt as your teams grow and change. Since this is a long-term investment, consider your immediate needs as well as what you might need tomorrow.





5 Lingerin lead times.

Waiting months for delivery and installation is maddening. You're busy and don't have time for an office makeover to rule your days! With today's supply chain issues, some manufacturers have lead times that are several months long. Products can arrive at different times making your furniture update much more chaotic and disruptive than it needs to be.

Ask about lead times, and don't compromise on quality to get something right now. There are options for your furniture to arrive in just a few weeks – not months! Also confirm whether the lead times refer to the day it ships, or if they guarantee the day it will arrive. When it all comes together with installers, you'll want an exact schedule dialed in so you can get on with what you do best!

Ready? We've got you.

To connect with an AMQ dealer to plan your perfect office, reach out anytime:

Call (877) 807-0370 or email sales@amqsolutions.com

For more information, visit amqsolutions.com.

Agile.
Modern.
Quick.

