



HOW TO CHOOSE: OFFICE DESKS

Choosing an office desk that will work for the way you work will give you optimum functionality. Asking yourself the right questions will help you decide which materials, storage needs and integrated features will work best with your work style. The type of business you are in will also help you determine the best style of desk for the image you need to project.

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Desks continue to evolve to perform many different tasks in the modern office. From private offices to collaborative workspaces, desks remain the keystone of office design. Coworking spaces have influenced office design for the past few years with even more innovative desking solutions.

Before you start, take a look at how your team works, what your productivity levels are and how desking can help increase collaboration around your office. Ask yourself these questions:

How does your team collaborate?

Most offices are a mix of these archetypes:

- Does your team work alone or collaborate?
- How much privacy do they need?
- What type of desks will help their productivity?

Office furniture designers continue to provide a myriad of options to match any privacy and collaboration needs with an appropriate physical space. The line between desks and cubicles has become blurred into open benching systems that can multi-task to service even your conferencing needs. So there are broad choices of desk set-ups to fit any workstyle.

What shape desk works best for your needs?

When choosing your desk's shape, you need to decide what optimal amount of work surface is needed to perform your primary tasks on a daily basis. If you need room to spread out papers + additional storage take that into account. You may also need an area for team collaboration, dogbone desks perform very well for both purposes.

Options for desk shapes include but are not limited to the following:

- Rectangular Desks
- U-shaped and L-shaped Desks
- Serpentine with dogbone corners
- Executive Suites, with desk and credenza

What are your storage requirements?

With the variety of modular desks available, you can specify what kinds of storage you want in your desking solution:

- You may want one or two pedestals (peds) which you can specify drawers (called a box pedestal) or file drawers (called a file pedestal).
- A credenza can provide more closed storage.
- Bookcases, integrated file drawers or a wardrobe cupboard will keep an executive office space tidy.
- Integrated filing solutions come with most executive suites.

You may be limited in your choice of shape and storage requirements by the size of your office. Our [design team](#) can help you find a desk that works with the shape of your space.

There are many ways to squeeze additional storage and work surface area into a small office. Bringing your dimensions or a floor plan of your office when you come to our showroom to pick out your desk is invaluable.

View some typical configurations on the next page.



SERPENTINE + DOGBONE



BENCHING



MODULAR



EXECUTIVE OFFICE



ADJUSTABLE HEIGHT



What is your budget?

Our tiered pricing structure can provide options you may not have considered for your desk needs and budget concerns.

TYPICAL SINGLE DESK PRICING:

- New GOOD: \$500 - \$1,000
- New BETTER: \$1,000 - \$1,500
- New BEST: \$1,500 +

TYPICAL DESK SET PRICING (Desk plus credenza):

- New GOOD: \$1,000 - \$2,000
- New BETTER: \$2,000 - \$3,000
- New BEST: \$3,000 +

If you buy a pre-owned desk or desk set, expect to pay 50-70% less than the above price ranges.

What style of desk do you prefer?

Its important to choose a style that suits the image your business wants to project. Often, people choose desks first and then buy other office furniture to match the style of the desks.

If your company is a bank or large corporation that wants to convey a feeling of stability and security, you might want to look at **traditional** furniture.

If your company is hi-tech company that wants to imply innovation in its office furnishings, select **ultra-modern**.

What material do you want your desk to be constructed from?

Desks are generally either made out of wood veneer or laminate, although glass, composite material, metal and solid wood desks are available.

What is your time frame?

Your time frame might dictate what choices are available to you. Here are typical delivery times for various desk options:

- **Special Order New Desks:** Depending on the manufacturer selected, delivery times range from 2-12 weeks.
- **New Desks:** Depending on the manufacturer selected, delivery times range from 1-12 weeks.
- **Used Desks:** If you pick from our extensive inventory, your desk can be delivered within a week.

Do you have any special needs to be addressed?

There are many desks made to accommodate special needs. For example, if you have back problems height adjustable desks may be your best option.

If you're buying a desk for a receptionist, make sure it has adequate concealed storage and locking drawers, as well as a counter for clients to lean on.

If you are buying a desk for a CEO who wants a custom-made desk out of mesquite wood, all these special needs can be fulfilled by Office Furniture NOW! Just ask.

VISIT OUR WEBSITE FOR MORE INFORMATION ON THE OFFICE DESK SOLUTIONS WE CARRY