



HOW TO CHOOSE: RECEPTION AREA FURNITURE

The reception area is your first point of contact with clients, partners and new contacts. What do you want it to say about you and your brand? Our office furniture team and designers can help you put your best foot forward with a stylish, well-planned reception area that fits your work style perfectly.

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Find pieces that work together, speak to your brand image, and best fit your workstyle. Because your reception area is the first impression your visitors have about how you do business.

Featuring your branding in the colors and style of the furnishings will help create an identifying scheme that you can use throughout your office. Consider the primary use of the space before you begin, waiting rooms may require more comfortable seating. Some reception areas double as multi-use spaces, so you may need a mix of seating.

Provide electrical in case an impromptu meeting takes place, and provide some table space for guests that may need it. In a busy office, if your area is large enough, consider several smaller seating groups that can provide easy group touchdown spaces. Space planning can assist with furniture placement and traffic flow. High traffic areas require durable surfaces that are easy to clean and maintain.

Here are some quick tips to get you started when choosing your reception area furniture:

TONE: *What overall style do you wish to convey?*

If your business is a bank or law firm, you may wish to choose reception room furniture with elements of stone and solid wood which convey permanence and tradition. A high tech company might want modern reception area furniture with a contemporary style for a forward-looking motif.

FUNCTION: *What seating usage, traffic patterns and functions will give you the most use of the space?*

Each reception area caters to individuals in specific situations. For instance, in a medical office, patients may be required to wait for some time. In this usage, comfortable lounge chairs might be a priority over style. For a business in which people

are tightly scheduled and are waiting a brief amount of time, opting for reception area furniture with great style but somewhat harder backing could be most appropriate. Many reception areas are multi-use and could be used by employees as a working lounge to meet with clients or sit down to check messages.

The layout for lounge area furniture might have more focal points and feature groupings of chairs oriented in circles or squares facing one another. A more traditional reception area might have rows of lounge chairs oriented around a more linear traffic pattern.

We have lobby area chairs that would suit both purposes, including lounge seating and bench seating.

DURABILITY: *What level of use and wear patterns do you anticipate?*

It is important to consider who will be using the area and how high the usage volume will be. Will there be kids in the waiting area? If usage will be heavy, reception area furniture with laminate surfaces are best for their durability and easy-to-wipe surfaces. For an area that will have less wear and a more professional clientele, glass surfaces on reception area furniture are striking and contemporary.

RECEPTION STORAGE NEEDS: *What kind of filing, equipment space, personal item storage will you need?*

If the receptionist needs immediate access to physical files, like in a medical office, an office wall partition can create a storage area near the reception desk, making it easily accessible to those working in the front. A receptionist handling paperwork but needing access to fewer files would benefit from reception area desks with built-in storage. We have both modern and traditional reception area furniture with multiple storage options.

TIMEFRAME: *What is your time frame for furniture installation?*

Help us determine the timeframe in which you will need the reception area furniture to be installed. Be sure to consider other major scheduling issues such as painting, carpet, electrical, and the data/voice cabling. Most furniture dealers will coordinate their work with your other contractors. For general information on furniture availability from Office Furniture NOW! give us a call.

Our reception area furniture selections are organized by the following types:

- Reception Stations & Desks
- Reception Seating
- Reception Tables
- Reception Accessories

Regardless of the quality level dictated by your budget, we will seek to maximize the value you receive at each price point. We will begin by having our in-house design professionals listen to your needs, model your layout, pick a style and quality level and draw from our extensive selection of used, refurbished and new furniture to integrate your reception area furniture choices into a comprehensive design solution.

In addition to style and quality, we consider factors such as usage patterns, traffic flow and the overall message that your choices send with respect to your type of business and brand identity. Our design professionals are delighted to offer this service to you. We look forward to helping you get started!

In today's market you have many choices when buying reception area furniture and if you understand the trade-offs of each choice, you can make a well educated purchase decision, that fits your needs and your budget.

New, remanufactured, pre-owned: New Furniture: Generally the most expensive option, buying new reception area furniture gives you the greatest number of choices with regard to color, style, and functionality. It also comes without wear and tear, and usually makes it easy to get matching product in the future. Unfortunately, it often has the longest delivery time.

Refurbished Furniture: Provides a cost savings over comparable new reception furniture lines, and is often available in quicker delivery times. Refurbished reception furniture will give the buyer several options of new fabrics and finishes. Product offerings usually accommodate the most common functionality requirements.

Pre-Owned Furniture: With Pre-Owned furniture, you can gain significant cost savings over comparable new and remanufactured reception furniture choices. Your product choices are more limited because you must choose from available inventories that can involve compromises in terms of color and other features. Provides the quickest delivery because these solutions are usually stored on-hand by the furniture dealer.

Combining the best benefits of both new and pre-owned furniture, this option typically costs less than remanufactured furniture and more than used furniture. By purchasing new reception area furniture along with used internal components, such as work surfaces and drawers, it can look like you bought all new reception area furniture, but you know you saved some serious money.

We have design professionals on staff who can help you to choose your new, used or refurbished office desk and accompanying office furniture with respect to style, usage patterns and ergonomics. We are experts at configuring the right office furniture for your reception area and office to maximize your price point.

VISIT OUR WEBSITE FOR MORE INFORMATION ON THE RECEPTION AREA SOLUTIONS WE CARRY