



IOF Design Tips

Having created well over 10,000 custom units, we have heard and seen it all.

It's a whole new approach to office furniture! Instead of the old "this is what we have to sell you", we ask "what do you need – we can build it for you". Here are a few design tips to consider when you're furnishing your next office.

1. What is the shape, size and purpose of this workspace. Will workers need to confer with one another, or will they require privacy. Is it for an executive, a customer service representative, a private office?
2. What are the storage needs? Will there be a need for long term archival filing? How much material, and of what kind, needs to be available for immediate access?
3. Consider the ergonomic needs of the workstation. All equipment needs to be within easy reach, providing a stressless, "Posture Neutral" work environment. Tackboards help keep important messages at hand. Task lighting reduces eye strain. A variety of equipment storage options keep your computer, printer and other peripherals and supplies immediately at hand.
4. What are the electrical needs of the workstation, and how will you most effectively conceal wiring?
5. Do you need to have access to electrical outlets, communications and/or heating or cooling equipment?
6. Now you need to decide what's important within each office. Custom storage pieces can easily be created for any application. Special sized workstations for shared spaces or multi user requirements. Special shapes, unique transaction tops, reception units that will provide your customers with the first impression they're looking for. With Intelligent Office Furniture you don't have to worry about "what is possible".
7. With over 1600 standard components don't be shy to match one up with a custom designed unit. Specially made desks with standard storage components are a great way to achieve your unique and stylish looks without blowing your budget.
8. Mix and match our finishes. With 25 different finishes to choose from there are over 400 different combinations. Match up your design up with one of our two edge details, three handle styles and four tack board fabrics and you have design control from concept to design to production.
9. Ask for help. Stuck on a project? Need some guidance? Didn't see anything of interest on our website? Not to worry, just give us a call and one of our design staff will be happy to help you with your next project.

As always please check out our previous designs by visiting our custom design gallery at www.ioflive.com.

Choose from 25 standard laminate finishes, two different edge profiles and 3 handle styles in two finishes.

It's as easy as 1-2-3.

For sales and service, call

the Long group

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