10 Things to Keep in Mind While Picking Office Furniture by LAWANNA Valdez

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Office furniture -the term usually conjures up images desks, cubicles and chairs. We rarely think beyond it. But these days, there is more to it than a single functional unit. Today, your office furniture has to do more for you; it has to multi-task just like you do. Moreover, it has to accommodate your stationary, your rolodex as well as your technology infrastructure!

Yes, now think of office furniture. Do you see something different? Thought you would! Now you have cubicles, chairs etc. and a desk with your laptop or PC, a printer, fax machine, headphones, phone(s), files, CDs, pictures, maybe even a coffee machine. And it has to do this in style. So whether you are planning to buy office furniture for you home office, or a relatively bigger office where you are in charge of the dÃ©cor, there are a few basic rules which are well kept in mind.

Identify the needs

The first thing to do when thinking of buying office furniture, is to keep work related requirements in mind. Do you use too many gadgets? Do you need a lot of space to store things? Do you doodle as you talk over the phone? These and many such questions will give you a good idea about how 'functional' your furniture needs to be.

All about logistics

Ask yourself logistical questions - How many employees do you have? Do you work from a home office or do you have a separate office space? How many hours do you plan to spend at work? Are you spending too much time sitting down? This will help you decide exactly what you need to spend on and what you can hold back on.

Create a list

Before buying furniture, make a list of what all you plan to buy and compare it with your needs. Further divide the list into "must have" and "nice to have" categories. This will save you a lot of trouble when you are picking things up and will let you stick to your core needs.

Stick to your budget

Identify a ceiling budget for your furniture shopping spree right at the onset. Else you may end up overshooting just because you had to have that overpriced and classy desk chair.

Functionality or style?

It is usually wise to purchase furniture which is more functional rather than just stylish. But this would largely depend on the reason for the purchase, and for what type of business you are purchasing it. If you need chairs for the reception area of your employer, you might want to invest in stylish furniture. However, if it is for your home business, you might reconsider doing that. But if you get both style and function, which is not so rare these days, go for it!

Purchasing the work desk

The work desk is by far the most important piece of furniture you shall purchase. And because you are going to be using it so often, it is well worth investing a little extra so as to purchase a nice,

sturdy functional and comfortable work desk. Make sure the surfaces of the work desk are non-staining thought.

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