

# BIGGEST MISTAKES WHEN BUYING OFFICE FURNITURE

---

Office Furniture is an investment. Maximize your ROI and educate yourself by consulting with the experienced professionals who will help you select furnishing that suites your needs and accomplishes your goals.

---



Largest Showroom.  
Experienced Team.  
Designed for ROI.

## **1. Buying without your end goal or objective in mind**

As with any prudent investment decision, we encourage you to ask yourself, “What am I trying to accomplish?” Further, we recommend take a few moments to determine what is necessary and what is not, to ensure you are maximizing your ROI.

- What are my organization’s needs?
  - What type of work/guest environment does the user need?
  - How does my team work together? Do they require space in which minimal collaboration and mobility is required, are they highly collaborative and mobile, or somewhere in between?
- What works well and what needs improvement with your current furnishing?
  - How will the product be used?

## **2. Missing the Opportunity to Improve Work Flow**

Buying furniture is an opportunity to streamline functional areas of your workplace. Have an experienced professional take the time to help you consider and assess your work environment and workflow so that you can take advantage of your investment. Do not miss the opportunity to improve your workflow when you improve your workspace!

## **3. Overlooking employee comfort**

Productivity can be enhanced with comfort. Ergonomic enhancements are available in many places throughout the office, from seating, to sit-to-stand desking, to accessories such as monitor arms and keyboard trays to improve comfort.

## **4. Not planning far enough in advance to accommodate delivery schedules**

Timing constraints limit selection. While boiler plate solutions are always available, planning ahead will ensure that you have allotted enough time to get what is best for your organization. Due to the abundance of choices with regard to features, fabrics and finishes, it is prudent to plan ahead to give yourself the wide variety to choice to fit your organizations needs.

## **5. Not buying with future growth in mind**

Getting the useful life (plus a few years) will ensure you maximize your office furniture investment. When making selections, keep in mind future growth as well as how technology may impact your office. If you are expecting future growth, consider an option that offers multiple configurations and the flexibility to utilize existing pieces that can be reconfigured to accommodate your future employees.

## **6. Choosing price over cost**

When shopping for furniture, consider the cost and price. An analysis of the true cost of ownership will allow you to properly forecast the total cost over the expected life of the investment. Is it better to purchase a lower priced option that does not carry warranties or an option that is warrantied and designed to withstand high use? The answer depends on your goals and objectives. However, the initial savings on a low price item may deteriorate overtime if it requires repairs/replacement, making the product more costly over time.

Lastly, to comprehensively evaluate true cost of ownership, be aware of any hidden freight charges, taxes, special handling required, and services such as assembly and installation.

## **7. Try out the product in person**

Prudent investments are not made sight unseen. Pictures on the internet or catalogues do not show the quality, craftsmanship, finishes, features, details and comfort of a product. Visit a showroom and 'test' the furniture yourself. When you are going to make a significant investment in your business, buy with confidence and check the product in person.

## 8. What kind of support will you get after the sale?

What good is a warranty if you do not have a partner to help you navigate the process should it be necessary? Most furniture manufacturers have dealer partners who provide service after the sale. Consider the time and energy it would take to coordinate warranty service yourself, versus a dealer who has ongoing relationships with the manufacturer. Ask your salesperson about it before you make your purchase. Be equipped with the necessary information and learn how warranty service or repairs are handled.

## 9. Buying on the internet

The internet is a beautiful thing; it has taken the shopping experience to your living room. As with everything, there is a cost/benefit to this new and convenient method. Consider the benefits of full service local dealer, and the after the sale service to determine if it the best fit for your investment. Not only can a furniture professional help you avoid some of the pitfalls above, but you might be surprised that you can find comparable prices on items in your local market.



Largest Showroom.  
Experienced Team.  
Designed for ROI.

2920 E. Kemper Road • Cincinnati OH, 45241

**513-531-0900**