Planning Guide

Key Questions for Effective Design

Complete this document, then email or share it before your consultation.
Your responses will help us tailor design recommendations and pricing. Our team will review it and guide you through layout planning, product selection, pricing, and installation scheduling. We're here to make the process simple and efficient from start to finish.

1. Company Info & Project Goals

Understanding your company's mission, growth plans, and workspace vision helps us align design and functionality with your business objectives.

What does your organization do, and who do you serve?

What prompted this project (new space, growth, relocation, refresh, consolidation, etc.)?

What are your short- and long-term goals for the space?

2. Team & Space Details

Your team's work styles and routines drive space-planning decisions, ensuring your furniture supports productivity and comfort. Knowing the layout, dimensions, and characteristics of your space helps us optimize flow and function.

Number of employees

Work model: in-office ◯ hybrid ◯ remote ◯

Layout type (assigned desks, shared workstations, hoteling spaces)

Can you provide floorplans of your space in one of the following formats (CAD, PDF, OR DWG)?

Office Furniture CONNECTION

3. Design & Aesthetic Preferences

Let us help you create an atmosphere that feels right for your team.

How would you describe your desired style (modern, classic, industrial, minimal, warm, etc.)?

Are there inspiration photos, materials, or colors you like?

Do you want to incorporate brand colors, artwork, or graphics?

4. Current Inventory

We'll help determine what stays, what goes, and what integrates seamlessly with new pieces.

Are there items or systems you plan to keep, repurpose, or refresh?

Are there pieces to be removed or relocated?

Do you need assistance with liquidation or storage?

5. Functionality & Ergonomics

Thoughtful functionality ensures comfort, wellness, and productivity for your team.

Do you need height-adjustable desks or ergonomic seating?

Are there specific work processes or equipment that require custom layouts?

What are your storage and filing needs (paper-based, digital, or both)?

6. Meeting & Shared Spaces

Collaboration spaces bring people together—let's make sure they're equipped for your needs.

What types of spaces are needed (conference rooms, training areas, huddle zones, lounges, cafés, phone booths, meeting pods, wellness rooms, etc.)?

How many people does each space need to accommodate?

7. Budget & Timeline

Clarity around budget and timing ensures your project runs smoothly from design to installation.

What is your estimated budget range for furniture and installation?

Would you like to explore new, remanufactured, or pre-owned options—or a mix?

Do you have a target delivery/installation or go-live date?

Would you like information about our financing options?

8. Logistics & Support

Smooth execution depends on coordination—let's make sure all details are covered.

Do you have specific building access requirements or insurance certificates needed?

Will delivery and installation need to occur after hours or in phases?

Should we coordinate with other contractors (construction, IT, movers, etc.)?