

## Tips on Purchasing Office Furniture



Buying furniture for the workplace can seem like a large task. Here are some tips to help you choose the furniture that is right for you.

1. **Space Planning** - Asking key questions can help you order furniture that's best for your workspace. Will the furniture you select fit into the space you need to fill? What type of furniture is best for your type of work? Will you need to move your furniture in the future? You can answer these questions during the ordering process.
2. **Budget Planning** - Matching your furniture choices with your budget can be a challenge. You'll often get the most for your money by working with a designer during the ordering process.
3. **Ergonomics** - Office furniture is something you'll use every workday for a very long time. It has a substantial effect on employee comfort and safety. That's why it's so important to consider ergonomics when purchasing furniture.
4. **Furniture Quality** - The quality of furniture varies among manufacturers, and cost is directly related to quality. When you buy furniture for your organization, it should be a commercial or institutional grade so it can withstand the daily use in your workplace.

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