office furniture plus

A Total Office Solutions “Anywhere” Company

CREATE • SPECIFY • FURNISH • START-UP / MID-MARKET

Office Furniture Plus Playbook

Your Guide to How YOU Furnish Your Office Environment.

Guiding your informed decisions and helping you get it right the first time!

Us



You



We are 51% Woman-Owned, 48% Veteran-Owned, and 1% Divine Intervention-Owned.

Ability to scale local to enterprise clients
Our project managers have extensive experience, from small short-term installations to long-term complex enterprise projects, for companies of all sizes.

An Expansive, Reliable Support Network
Our 400,000 square foot operations center enables us to deploy resources “Anywhere” as needed, no matter where you are locally, nationally, or around the world.

Local, National, or Global
We can furnish workspaces “Anywhere”, from individual offices to multi-location corporations across the country, so no challenge is too big for our team.

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Your Office Furniture Journey

Furnishing an office shouldn't feel overwhelming. Yet for most people, it does. You're juggling construction timelines, budget constraints, design preferences, and the pressure to make decisions that will impact your team for years to come.

Here's the good news: You don't have to navigate your office furniture journey alone.

This guide transforms you from uncertain to informed. Whether you're furnishing 5 workstations or 500, moving across town or across the country, you'll gain the insider knowledge that helps you make confident decisions and avoid costly mistakes.

What makes this guide different?

We're not just showing you furniture catalogs. We're teaching you how the furniture industry actually works—the realistic timelines, the hidden processes, the terminology that matters, and the questions you should ask before spending a dollar. Because informed customers get better results, faster timelines, and fewer surprises.

Inside, you'll discover:

- Your three furniture options and exactly when each makes sense for your situation
- The truth about timelines and why 12 weeks isn't just a suggestion
- The blend strategy that optimizes your budget while maximizing impact
- The 10 essential questions that accelerate your project from day one
- What "free and clear" means and why it matters on installation day
- The complete process from first consultation through long-term support

Our promise to you:

By the time you finish reading, you'll understand furniture procurement better than most facility managers. You'll know the right questions to ask, the realistic timelines to expect, and exactly how to prepare your project for success.



Office Furniture Plus | 40+ Years of Experience
People And Products That Work For You

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Understanding Your Options

Furniture Options

When it comes to furnishing your office, you have options. Each serves different needs based on your timeline, budget, and long-term plans. Understanding these options upfront helps you make the right decision for your specific situation.



12-16 weeks total
(6-8 weeks design + 4-8 weeks manufacturing)

Option 1: New Made-To-Order



Get exactly what you want. Made-to-order means total freedom. You choose every detail, designed specifically for your brand, your space, and your people. Every piece is manufactured to your exact specifications after you approve the design and place your order.

Choose Made-to-Order when:
You want complete creative control over your workspace. You have 12+ weeks before move-in, you want finishes that match your brand identity, you're furnishing client-facing areas where first impressions matter, or you plan to grow and need the ability to reorder matching pieces down the road.

What you gain:
Complete design freedom with 40+ finish options per manufacturer. Your workspace, your way. Full manufacturer warranty (typically 5–10 years). The ability to reorder exact matches as your team grows. This is the option where nothing is compromised.

What you should know:
Manufacturing genuinely takes 4-8 weeks and can't be rushed without significant cost. Once production begins, changes become expensive or impossible. This represents the premium pricing tier in office furniture.

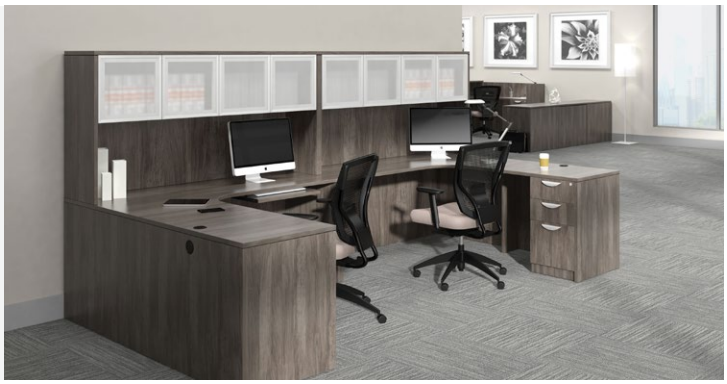


About QuickShip:
Many domestic manufacturers offer QuickShip programs to remain competitive with imported lines. While selections are more limited — similar to import options — the quality of construction is typically a step above, and QuickShip pieces can generally be combined with standard items from the same manufacturer within a single order.

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Exceptional value — typically 2–3 weeks from selection to installation

Option 2: Pre-Owned



Pre-owned furniture delivers outstanding value. This includes commercial-grade product from established manufacturers at roughly a third of what it would cost new. Every piece is inspected, ready to use, and available immediately.

Choose Pre-Owned when:

You're furnishing back-office areas where function matters more than custom aesthetics, you're in a temporary space with a short-term lease, or you need furniture quickly.

What you gain:

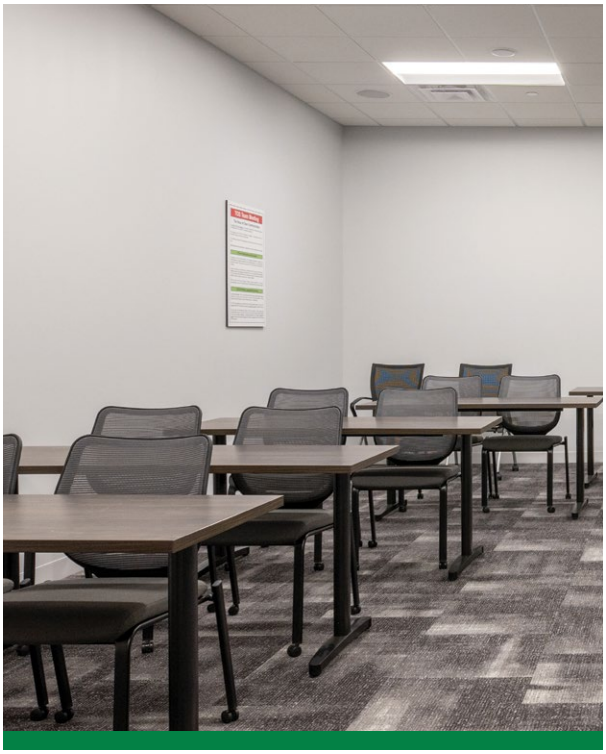
Savings of 40–60% compared to buying the same furniture new. Immediate availability with no manufacturing wait.
Commercial-grade product at accessible prices.
An environmentally responsible choice.

What you should know:

Plan ahead for future growth. If you purchase 30 pre-owned workstations today and need 10 more later, matching inventory at the same price point may not be readily available. Expanding with pre-owned typically means longer lead times and potentially higher costs compared to your original purchase — but it's far from impossible. Finishes are predetermined with limited customization options.

Keep in mind that shipping pre-owned furniture long distances can add significant freight costs — in some cases enough to make new import furniture a more economical choice. Your account manager will help you evaluate the total cost for your specific location.

*Full Payment is Due at time of order on all pre-owned sales.





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3-4 weeks from order to delivery

Option 3: Import/Quick-Ship



Import furniture is manufactured overseas (primarily in Asia), mass-produced to standardized designs, then warehoused in the United States for quick delivery. Because it's mass-produced, you're working with a fixed set of SKUs, components, and finishes. This is new, commercial-grade, ANSI/BIFMA-compliant furniture with manufacturer warranties. It's faster and more affordable than made-to-order, but with more limited options.

Choose Import/Quick-Ship when:

You have 6-8 weeks total timeline (too short for made-to-order but you want new furniture), your budget is moderate ($2,500-$4,500 per workstation), you need commercial-grade, ANSI/BIFMA-compliant furniture[1] for standard office applications, or you want some customization without the full made-to-order cost and timeline.

What you gain:

Faster delivery than custom manufacturing. Lower costs than made-to-order. New furniture with manufacturer warranties (typically 3-5 years). The ability to reorder the same product for future expansion.

What you should know:

Customization is limited to 5-8 standard finishes instead of 40+ custom options. Some manufacturers provide parts-only warranties, meaning you pay for service labor. Professional installation is crucial since this furniture requires on-site assembly. This isn't top-tier premium—it's commercial-grade, ANSI/BIFMA-compliant furniture[1] at moderate prices.

[1]Commercial-grade, ANSI/BIFMA-compliant furniture is tested to meet industry standards set by the Business and Institutional Furniture Manufacturers Association for durability, safety, and performance.

*We have a selection of items in our Quick Ship collection available in 5 business days or less.



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The Budget-Friendly Advantage of The Blend Strategy

Here's something most people don't realize: you don't have to choose just one option. You can blend multiple approaches to optimize budgets while maximizing impact where it matters most.



STRATEGY 1

Public vs. Private Spaces

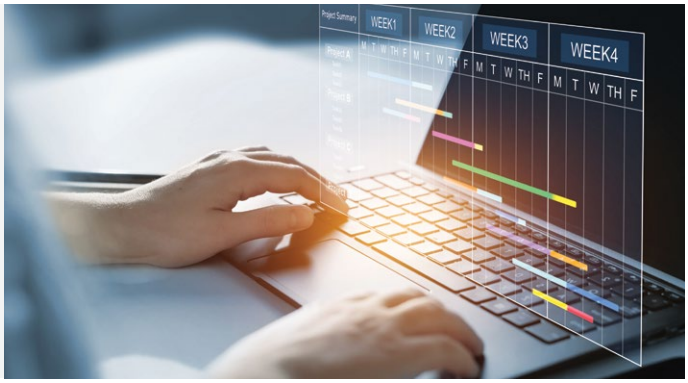
Use new made-to-order furniture in your reception area, main conference room, and executive offices—places where clients and visitors form their first impression of your company. Then use pre-owned or import furniture for employee workstations, back-office areas, and storage rooms where functionality matters more than aesthetics.



STRATEGY 2

Timeline-Based Blending

Order import furniture for workstations that need to be ready in 3 weeks so your team can start working immediately. Simultaneously order custom made-to-order furniture for your reception area and branded conference rooms that arrive in 8-12 weeks. Your business doesn't stop while you wait for the perfect custom pieces.



STRATEGY 3

Budget Optimization

Invest in one stunning new conference table and custom reception furniture that creates a "wow factor." Use mid-range import furniture for manager offices and standard conference rooms. Fill in with pre-owned task chairs, file cabinets, and storage solutions. The result: high-end appearance without high-end pricing across every square foot.



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Within Each Option:

Good / Better / Best

No matter which purchasing path you choose, whether made-to-order, pre-owned, or import, there are quality tiers within every category.



GOOD: $25-$50 per SF

Functional. Professional. Budget-Conscious.

This level focuses on practicality and cost control.

Best for:
- Back-office workstations
- Call centers
- Short-term leases
- High-density environments
- Budget-driven projects

What you get:
- Solid commercial-grade construction
- Standard finishes and configurations
- 3–5 year warranty (new product)
- Basic ergonomic adjustments

This tier prioritizes function over aesthetics. It performs well, looks professional, and protects your budget.

BETTER: $50-$100 per SF

Balanced Investment. Strong Durability. Refined Appearance.

This is where most growing companies land.

Best for:
- Manager offices
- Team areas with moderate client exposure
- Conference rooms
- Companies planning 5-10 year occupancy

What you get:
- Upgraded materials and hardware
- Enhanced finish selections
- Stronger warranties (5-10 years depending on product)
- Improved ergonomics
- Greater reconfiguration flexibility

Better often delivers the best overall value over time.

BEST: $100-$200 per SF

Premium Construction. Maximum Customization. Long-Term Ownership.

This tier focuses on brand impact, longevity, and performance.

Best for:
- Reception areas
- Executive offices
- Boardrooms
- Client-facing environments
- Companies planning 10–15+ year occupancy

What you get:
- High-end materials and finishes
- Extensive customization
- 10+ year warranties on many components
- Advanced ergonomic performance
- Refined design details

This isn't only about status — it's about durability, branding, and long-term lifecycle value.

*Lead times and pricing vary. I.e., we have many new, made to order options available on quickship.

Good, Better, Best — Each Option is Built to Impress You!

"Good" furniture is still commercial-grade and professional. "Best" doesn't mean unnecessary luxury. The goal is intentional allocation. You may choose:

- **Best** for reception
- **Better** for manager offices
- **Good** for workstation clusters

The Real Strategy

Instead of asking:
"What's the cheapest way to furnish this?"

The better question is:
"Where should we invest, and where should we optimize?"

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Decision Guide: Which Option Is Right For You?

Let's make this practical. Answer these four questions to identify which option (or blend) makes the most sense for your project.

Question 1: When do you need to be operational?
Your timeline determines what's actually possible. If you have 12+ weeks, all options are available. With 8-12 weeks, focus on quick-ship or blend strategies. With 4-8 weeks, you're looking at import or pre-owned. Under 4 weeks means pre-owned only—if matching inventory exists.

Question 2: What's your budget priority?
Maximum cost savings points you toward pre-owned. Balanced cost and quality suggests import or a blend strategy. Long-term value with premium quality means new made-to-order makes financial sense over a 10-15 year lifespan.

Question 3: How important is customization?
If you must match specific brand colors or need exact sizing for your space, made-to-order is your path. If standard finishes work fine, import or pre-owned gives you faster timelines and lower costs without sacrificing professional appearance.

Question 4: Will you expand in the future?
If you're adding staff in 6-24 months and want matching furniture, choose new made-to-order or import (which you can reorder). If your size is fixed for 5+ years, pre-owned offers excellent value without the expansion concern.



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Quick Reference Chart:

Your Priority	Best Option	Typical Timeline
Speed	Pre-Owned	2-3 weeks
Budget		
Customization	New Made-to-Order	12-16 weeks
Warranty/Longevity		
	Blend Strategy	8-12 weeks
Balance		

Warranty & Long-Term Support

Warranty details vary by manufacturer and product type. Your account manager will provide specific warranty information as part of your proposal.



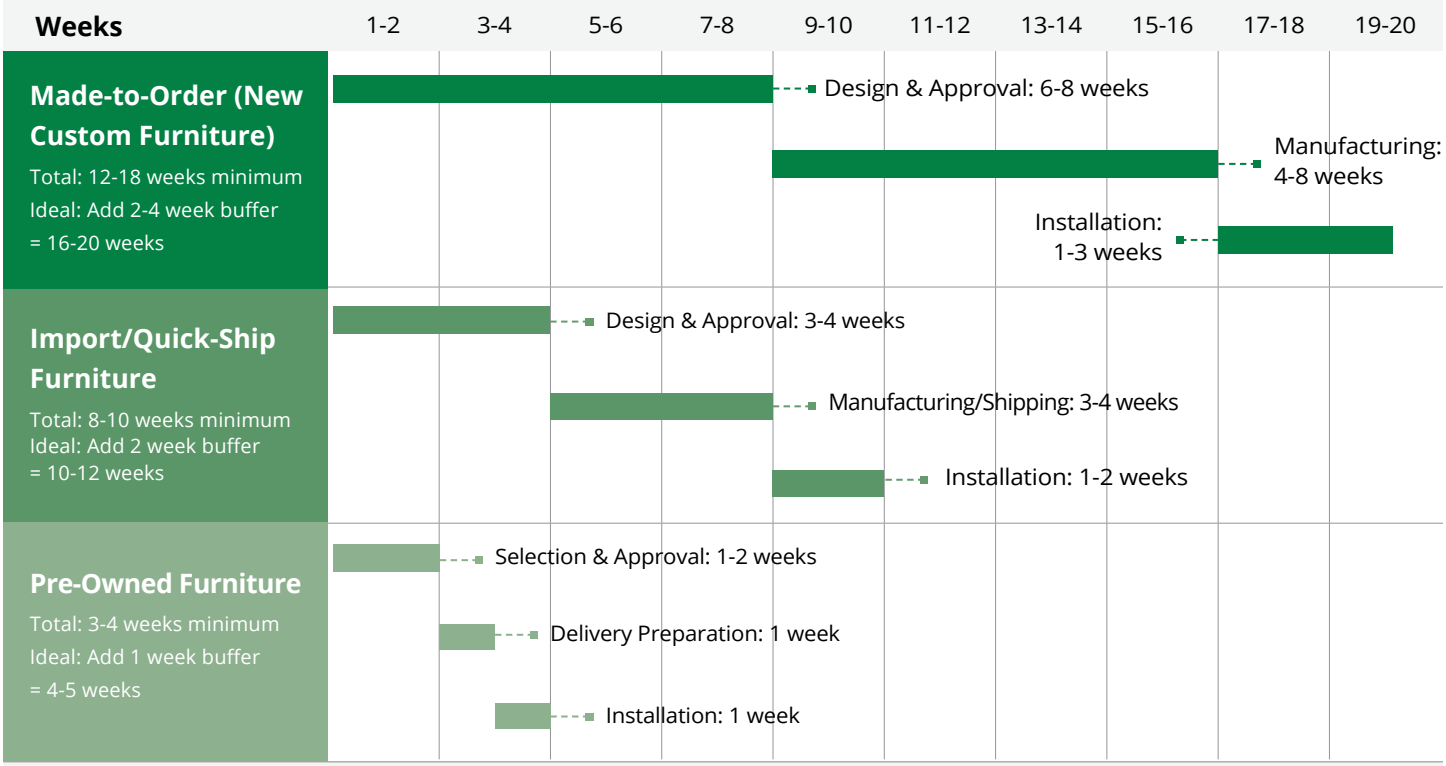
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Tools & Resources



Your Timeline Planner

Timeline Requirements by Furniture Type:



Blend Strategy: Use the longest timeline among the options you're blending. If you're combining made-to-order (12 weeks) with pre-owned (3 weeks), plan for 12 weeks total since the custom pieces drive your timeline.

Example Calculations:

Scenario 1:

You want to move in June 1st with new made-to-order furniture.

- June 1st target date
- Minus 16 weeks (with buffer)
- **Start planning by: February 10th**

Scenario 2:

You need furniture by March 15th and have flexibility on type.

- March 15th target date
- Today is February 1st (6 weeks available)
- **Recommendation: Import or pre-owned only—not enough time for made-to-order**

Scenario 3:

Your lease starts September 1st but construction won't finish until August 20th.

- Realistic move-in: August 27th (allowing 1 week after construction)
- Made-to-order desired
- Minus 16 weeks
- **Start planning by: May 1st**

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Planning Your Project



The Timeline Truth: Why Earlier Is Better

The honest truth: If we get 12 weeks, we're excited. That's genuinely enough time to do this right. But understand what happens when your timeline gets compressed.

What Your Timeline Actually Gets You

With 12+ weeks available:

You have access to all furniture manufacturers and can fully customize finishes. There's time for thoughtful design iterations based on budget feedback. You can coordinate properly with construction, electrical, and data teams. Changes and adjustments happen without crisis.

With 8-12 weeks available:

You're looking at quick-ship manufacturers or blend strategies. Some customization is possible, but you'll need to make decisions efficiently. There's limited time for changes—what you approve needs to stick. Coordination with other trades becomes tighter and requires more active management.

With 4-8 weeks available:

Your options narrow to import and pre-owned furniture. Customization is minimal to none. Decisions must be immediate—there's no time for "let me think about it." Any delay in a construction timeline directly impacts your furniture installation. Weekend or after-hours installation may be necessary.

With under 4 weeks available:

Pre-owned inventory only, and only if we have what you need in stock. Zero customization. What's available is what you get. Premium pricing may apply for rush service. This is emergency mode, not ideal planning.

If you are reading this and have less than 4 weeks, contact us NOW. We will help you and perhaps work a little magic.



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Planning Your Project



Common Timeline Pitfalls (And How to Avoid Them)

1 **"We'll call about furniture when construction starts."**	By the time construction begins, you often have only 4-6 weeks until move-in. You've just eliminated made-to-order as an option. Instead, contact us when you sign your lease or get construction permits—even if the space isn't ready yet.
2 **"We're still negotiating the lease."**	Lease uncertainty delays everything, and you lose valuable weeks waiting for clarity. Share your target timeline with us anyway. We can create contingency plans for multiple scenarios and be ready to move quickly once you have certainty.
3 **"The General Contractor says we'll be done by a certain date."**	Construction delays are common. If you plan furniture installation for the GC's promised completion date, you'll likely be disappointed. Build in a 2-4 week buffer between construction completion and your move-in date.
4 **"We can order furniture the week we move in."**	Even pre-owned furniture requires 2-3 weeks. Made-to-order requires 4-8 weeks of manufacturing alone. The design and specification work that happens before manufacturing adds another 6-8 weeks.

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The 10 Essential Questions You Should Answer

The more prepared you are for our first conversation, the faster and more accurately we can serve you. You don't need perfect answers to every question—that's what our consultation process helps you figure out. But having thought about these topics accelerates your project significantly.

☐ **1. When do you need to be operational?**
Your target "first day of business" date in your new space determines almost everything else. Be realistic about this date. Rushing creates compromises you'll live with for years.

Answer: _____

_____

_____

☐ **2. What's your furniture budget?**
Total dollars allocated or per-person budget both work. Ranges are perfectly fine—"between $150K-$200K" helps us tremendously. This single piece of information saves countless hours by showing you options you can afford instead of options you'll reject as too expensive.

Answer: _____

_____

_____

☐ **3. How many people will you seat?**
Total headcount requiring workstations, including anticipated growth over the next 12-24 months. This helps us calculate spatial requirements and overall project scope.

Answer: _____

_____

_____

☐ **4. What type of work happens here?**
Are people mostly on phones? Working on computers all day? Meeting with clients? The nature of the work determines furniture requirements. A call center needs different solutions than a design studio.

Answer: _____

_____

_____

☐ **5. Do you need private offices or open plan?**
How many private offices versus open workstations? Is there hierarchy to consider, such as executives getting private offices while staff gets systems furniture? Understanding this helps us create appropriate and effective space plans for your team.

Answer: _____

_____

_____

☐ **6. What are your special spaces?**
Beyond standard workstations, what else do you need? Conference rooms (how many, what capacity)? Reception or lobby area? Break room or café space? Each requires different furniture solutions.

Answer: _____

_____

_____



☐ **7. Are you bringing existing furniture?**
Are you keeping furniture from a previous location? If so, does new furniture need to coordinate with it, or is this a completely fresh start? This affects our design approach and budget allocation.

Answer: _____

_____

_____

☐ **8. Do you have building plans?**
CAD drawings from your architect or property manager dramatically speed up space planning. If you don't have them, we'll tell you exactly how to request them. If they don't exist, we can work around it.

Answer: _____

_____

_____

☐ **9. What's your power and data situation?**
This matters especially for open-plan systems furniture. Are you using existing building outlets? Having electrical moved to new locations? New construction with floor cores or trenching?

Answer: _____

_____

_____

_____

☐ **10. How do you want your space to feel?**
Modern, traditional, industrial, minimalist? Do you have corporate colors or finishes to match? What impression should visitors and clients have when they walk in? This guides our aesthetic recommendations.

Answer: _____

_____

_____

Additional comments:

Pre-Installation Readiness Checklist

Use this checklist three weeks before your scheduled installation date. Walk through your space with your general contractor and verify each item. Share results with your Office Furniture Plus project manager immediately if anything won't be ready.

Construction Complete:

- ☐ All demolition finished
- ☐ All framing complete
- ☐ Drywall installed, taped, finished
- ☐ Paint applied and completely dry (48+ hours)
- ☐ All construction debris removed
- ☐ Space professionally cleaned

Flooring Ready:

- ☐ Carpet fully installed and seamed
- ☐ OR tile/LVT/hardwood complete
- ☐ All adhesives fully cured
- ☐ Floor protection removed
- ☐ Flooring vacuumed and clean

Ceiling & Lighting:

- ☐ All ceiling tiles installed
- ☐ Light fixtures installed and operational
- ☐ HVAC vents in place
- ☐ No ceiling work scheduled during installation

Electrical & Data:

- ☐ All outlets installed (even if not yet connected)
- ☐ Power available in building
- ☐ Data ports/jacks installed where specified
- ☐ Floor cores complete (if applicable)
- ☐ Electrician scheduled for final connections (if needed)

Building Access:

- ☐ Elevator holds confirmed in writing
- ☐ Loading dock access secured
- ☐ Entry/exit routes clear and unlocked
- ☐ Parking arranged for installation vehicles
- ☐ Building access credentials provided to installation team

Trade Coordination:

- ☐ Painters finished and off-site
- ☐ Electricians scheduled AFTER furniture installation (or coordinated)
- ☐ Data/IT vendors scheduled AFTER panel installation
- ☐ No other trades working in space on installation day
- ☐ General contractor superintendent available for questions

Your Preparation:

- ☐ On-site point person designated
- ☐ Contact information shared with installation team
- ☐ Decision-maker available by phone
- ☐ Final payment prepared

!

If You Can't Check Every Box:
Contact us immediately if anything won't be ready. The key is communication.



What To Expect: Our Process From Start To Finish

Let's walk through exactly what happens from your first call to installation day.
Understanding the process eliminates surprises and helps you know what's coming next.



Weeks	Steps	Description	Your role	What you receive
1	**Step 1: Discovery & Programming**	You'll speak with an Office Furniture Plus account manager who asks the essential questions we just covered. We discuss your timeline, budget, and furniture options.	Share your vision and requirements honestly. The more we know, the better we can serve you.	Clear understanding of which furniture option (new, pre-owned, import, or blend) makes sense for your situation, plus clarity on next steps.
2-3	**Step 2: Space Planning** (FREE with Furniture Purchase)	You provide CAD drawings of your space, or we request them from your property manager. Our design team creates a preliminary space plan showing how furniture fits in your space. We calculate exactly how many workstations and offices fit, optimize traffic flow, and ensure functionality.	Provide floor plans or access to the building. With our new software, we can convert multiple file formats to CAD. We can also go old school and measure.	Professional space plan showing furniture layout, workstation and office count verification, and preliminary design direction.
3-5	**Step 3: Design Presentation & Budget Review**	Our design team creates a presentation showing 2-3 furniture options at different price points. You'll see design renderings that visualize how your space will look, along with budget estimates for each option. This helps you understand what's possible at different investment levels.	Review presentations carefully. Be honest about budget reactions—"too high," "just right," or "we have room to add features." Select your preferred direction.	Design presentation (yours to keep), budgetary pricing for your preferred option, and visual renderings of your future space.
5-7	**Step 4: Detailed Specification & Approval**	For made-to-order furniture, you'll meet with us to select specific finishes—wood tones, laminates, fabrics, hardware. We create a detailed specification with every part and piece itemized. Our project manager quotes installation labor. Your account manager assembles the formal proposal with complete pricing and terms.	Select finishes (for new furniture). Review the itemized proposal carefully. Ask clarifying questions. Approve or request modifications.	Complete formal proposal, detailed specification document, final pricing, and payment terms (50-40-10 structure).
8-15	**Step 5: Order & Manufacturing**	You sign the proposal and submit your 50% deposit. We immediately order furniture from manufacturers. For made-to-order, manufacturing takes 4-8 weeks on average—lead times over 8 weeks are not uncommon. During this time, we coordinate with your general contractor, electrician, and data vendors. We schedule delivery and installation. When furniture ships from the factory, you submit your 40% payment.	Sign approval documents and submit deposit. Keep us informed of any construction timeline changes. Coordinate construction schedule with us. Submit second payment when furniture ships.	Order confirmations, estimated delivery dates, and a confirmed installation schedule.
16	**Step 6: Installation**	Furniture arrives at our warehouse (or a local partner warehouse for distant projects). We verify all components arrived correctly. Our uniformed installation team delivers and installs all furniture according to the approved plan. We connect power and data (coordinating with your electrician). We clean all furniture and remove all debris and packaging. We conduct a final walkthrough with you.	Ensure your space is "free and clear" (more on this in Part 4). Provide building access and elevator holds. Designate someone on-site to answer questions. Review completed installation. Submit final 10% payment after approval.	Fully installed, ready-to-use furniture and warranty documentation.

Total Timeline Example (Made-to-Order):

Weeks 1-7: Consultation through approval
Weeks 8-15: Manufacturing (8 weeks)
Week 16: Installation

Result: 16 weeks minimum.
Ideal: 18-20 weeks with buffer time.

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Understanding Our 3-Phase Variable Payment Structure

Commercial furniture follows an industry-standard payment structure designed to protect both you and us as work progresses.

The breakdown:

1

50% to 70% deposit

When you sign the proposal and authorize us to begin. This payment triggers everything. We immediately submit orders to manufacturers. For made-to-order furniture, manufacturing cannot begin without this deposit.

2

25% to 40% upon shipment

When furniture ships from the factory. After 4-8 weeks of manufacturing, your furniture is complete and loaded onto trucks. This payment covers the remainder of the product cost plus freight and shipping.

3

5% to 10% upon completion

Upon installation completion. After we've installed everything in your space and you've approved the work, you submit the final payment. This amount is held back for any punch-list items or final adjustments.

!

Why this structure exists

Think of it like construction draws. You're paying as work progresses rather than all upfront or all at completion. Your account manager will work with you to determine the payment terms that best fit your project. The final holdback gives you leverage to ensure everything is completed to your satisfaction.

*Full Payment is Due at time of order on all pre-owned sales.



Your Design Journey

Turning Your Vision Into Reality

This is where your furniture project transforms from concept to concrete plan. Let's walk through what happens at each stage and how to get the best results.

STEP 1

Discovery & Consultation

We learn about your timeline, budget, team, and vision. You leave knowing which furniture approach fits your situation and what comes next.



STEP 2

Space Planning

Using your floor plans, we create a furniture layout optimized for capacity, traffic flow, and functionality. This prevents costly mistakes before they happen.



STEP 3

Design Presentation & Budget Review

We present 2–3 options at different price points with visual renderings of your future space. You see what's possible and what it costs. This is where honest budget conversation happens.



STEP 4

Finish Selection & Final Approval

You select specific finishes, review the itemized proposal, and approve. Once signed, manufacturing begins.



Design Journey Tips For Success

- **Be honest about budget from day one.**
- **Limit your decision-makers.**
- **Trust the process.**
- **Bring inspiration, not mandates.**
- **Remember that perfect is the enemy of good.**

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From Order To Installation

The “Free And Clear” Standard

This phrase will come up repeatedly as installation day approaches. “Free and clear” means your space is completely ready for furniture installation. No other work happening, no obstructions, no unfinished construction.



The ideal standard:

Construction is 100% complete. Paint is applied and completely dry—fully cured, not tacky. Carpet or other flooring is installed and ready. Ceiling tiles are in place with light fixtures operational. Electrical outlets are installed (even if not yet connected). Data ports are in place. The space is cleaned of construction debris. No other trades are scheduled to work in your space on installation day.

!

When space isn’t free and clear:

Your furniture has been manufactured, shipped, and received at our warehouse. If your space isn’t free and clear on installation day, your furniture needs somewhere to go. We can store it in our facility, but extended storage involves additional fees and coordination. The longer furniture sits in storage, the more it costs and the further your move-in date shifts. Planning ahead and ensuring your space is ready on time keeps your project on schedule and your costs under control.





What you should do:

Three weeks before installation, walk through your space with your general contractor. Use our Pre-Installation Readiness Checklist on page 17. Identify anything that won’t be complete and communicate issues to us immediately.

If painters, electricians, or carpet installers are still working in the space, your new furniture is at risk of damage, delays, and additional labor charges. What should take two days can easily take five.

Push your GC to finish. Their contract may say “substantial completion,” but that isn’t the same as furniture-ready. Make it clear that installation cannot happen unless the space is ready. The sooner we know about potential issues, the more options we have to keep your project on track.

Build buffer time into your schedule. If your GC promises completion on April 15, schedule furniture installation for April 22. That one-week cushion has saved countless projects from turning into costly scrambles.

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Installation Day: What To Expect

Installation day represents the culmination of weeks or months of planning.

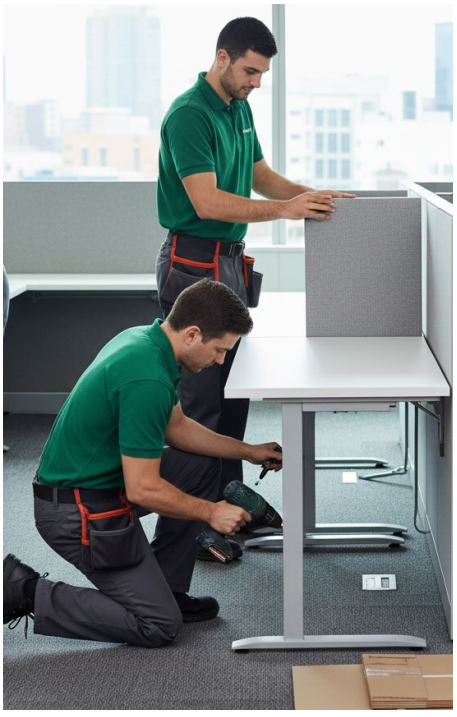
After thorough coordination between your account manager, project manager, and your team, installation day arrives. You'll see uniformed, trained installation professionals arrive in company-branded vehicles. By this point, every detail has been confirmed — access, timing, sequence, and trade coordination. Team size varies based on project scope: 2-3 installers for small projects, 6-8 for large projects. For very large projects, a project manager is on-site coordinating.



What they do: Our team reviews the space and confirms it matches the installation plan. They protect your building—floor protection, wall padding, protecting doorways and corners. They bring furniture in organized sequence.
Assembly begins systematically. Systems furniture (panels and workstations) often goes in first because it defines the space. Private offices follow. Conference rooms and common areas come next.

Coordinating with other trades: For panel systems requiring power, your electrician makes final connections after we've installed panels but before we complete workstations. Same with IT vendors running data cables.
This is why free and clear matters. If we're the only trade in the space, we control our timeline. If we're coordinating with three other vendors, timing becomes complex.

Assembly and placement: Each piece is assembled according to manufacturer specifications. Height-adjustable desks are tested. Chairs are assembled with all adjustments functional. Conference tables are leveled. Everything is positioned per the approved floor plan.



Cleanup: Our team removes all packaging and debris. We wipe down every piece of furniture. We vacuum if needed. We haul everything away. You walk into a clean space with furniture ready to use.

Final walkthrough: We walk through the entire installation with you, checking that everything is placed correctly, nothing is damaged, all components are present. Minor issues are handled immediately. Significant issues are documented on a punch list.

Your final payment: After successful installation and walkthrough, you submit the final 10% payment.

Installation timeline:

- **1-10 workstations:** 1-2 days
- **11-30 workstations:** 3-5 days
- **31-75 workstations:** 1-2 weeks
- **76-150 workstations:** 2-3 weeks

Your role: Ensure the space is free and clear. Provide building access. Designate someone on-site who can answer questions. Coordinate your electrician and IT vendor to be available when needed.

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Liquidation Services

At some point, you'll have furniture you need to remove. We handle furniture liquidation and disposal as a complete service.





Assessment and valuation: We evaluate what you have including age, condition, brand, style, and resale value. We use third-party specialists for objective valuation.

Furniture with resale value: If your furniture can be resold in our pre-owned inventory, we'll offer to purchase it. The most common structure is crediting the furniture value toward installation labor.

For example, if we value your furniture at $10,000, we might credit that toward the labor cost of removing it and installing your new furniture.

This benefits both parties. You get value for furniture that might otherwise cost money to dispose of. We get inventory for our pre-owned sales.

Furniture without resale value: Unfortunately, not all furniture has resale value. It may present an issue for warehousing or may be antiquated in fit or finish. In these cases, we provide removal and responsible disposal services.

Environmental responsibility: Our liquidation approach supports sustainability goals. We divert furniture from landfills through resale and donation whenever possible. We recycle metal components and ensure proper disposal.

If your company reports on environmental impact, we can provide documentation showing pounds of furniture diverted from landfills, percentages recycled versus disposed, and other sustainability metrics.

The process: Contact us when you need furniture removed. We schedule an assessment visit (for local projects) or work from photos (for distant projects).

We provide a quote for removal services, either standalone or integrated with your new furniture installation. We schedule removal to coordinate with your move timeline.

Timing considerations: Start liquidation conversations early. If you're moving to a new space, contact us when you start planning new furniture—not the week before your lease ends.



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Our “Anywhere” Nationwide Service Capability

Office Furniture Plus serves customers far beyond Dallas-Fort Worth.



How remote projects work: Initial consultation happens by phone or video call. You email us CAD drawings. We create space plans and design presentations, sharing them via email or video conference. You review and approve everything digitally.

Finish selection happens through sample mailings if you want to see materials, or through high-quality photos. Many customers successfully select finishes from photos alone.

Furniture shipping and installation: Your furniture ships from the manufacturer to a warehouse in your city. We work with trusted installation partners nationwide—sometimes through our Office Moving Alliance network, sometimes through other qualified providers.

The installation partner receives all furniture, inventories it, and executes installation according to our plan. We manage the entire process remotely, coordinating between you, the installation team, and other trades.

Quality assurance: The same standards apply regardless of location. Installers must be insured, background-checked, and trained. Installation follows manufacturer specifications.

The pre-owned furniture exception: One thing to watch: freight costs can sneak up on you. A great pre-owned deal can lose its appeal fast if delivery fees push the total above what you’d pay new.

When remote projects work best: National accounts with multiple locations wanting consistent furniture standards across all offices. Designer relationships where you have clear design intent and need execution remotely. Simple, straightforward projects with standard finishes and clear timelines.

Your single point of contact: You have one account manager at Office Furniture Plus who coordinates everything. You’re not passed between multiple people. We handle the complexity behind the scenes.



Frequently Asked Questions



Do I have to visit your showroom?
No, showroom visits are optional. Many successful projects happen entirely remotely through phone calls, emails, and digital presentations. If you're local to Dallas, Austin, or San Antonio, visiting helps—seeing and touching furniture is better than photos.

Can I get furniture faster than 12 weeks?
Yes, but it limits your options. Import furniture works on 8-10 week timelines. Pre-owned can happen in 3-4 weeks. Made-to-order requires 12-16 weeks—4-8 weeks for manufacturing plus time for design and specification.

What if my construction gets delayed?
Contact us immediately. If furniture is already manufactured, we can warehouse it, though extended storage may involve fees. If furniture hasn't been ordered yet, we simply adjust the schedule.

Can you work with my interior designer?
Absolutely. We collaborate with interior designers regularly. Typically the designer handles aesthetic direction and space planning, while we handle furniture specification, ordering, and installation coordination.

Do you offer financing?
Yes, through our lending partners. Your account manager will connect you with financing options that can cover up to 40% of soft goods. Payment terms vary based on your creditworthiness and project size.

What if I need to add furniture later?
Easy if you bought new made-to-order or import—we reorder matching pieces. Challenging with pre-owned since that specific inventory won't be available later.

How do I know I'm getting fair pricing?
We're competitively priced and focused on value—the right furniture at the right price with excellent service. We're not always the lowest quote, but we're fair and we stand behind our work.

Can you mix furniture from different manufacturers?
Yes, most projects use multiple manufacturers. You might have Kimball workstations, Global private office furniture, and OFS seating. We coordinate everything to ensure cohesive aesthetics.

What happens if something arrives damaged?
We inspect everything when it arrives at our warehouse before it ever reaches your space. If something is damaged in shipping, we handle replacement with the manufacturer.

Do you handle moves too?
Our sister company, Move Solutions, specializes in office relocation services. We coordinate between the companies to make your transition seamless.

What if I only have less than 12 weeks?
If you have less than 4 weeks, contact us now. We will help you and perhaps work a little magic.

How To Contact Us

Ready to start your furniture project? Here's how to reach Office Furniture Plus

Phone: 1.800.668.3752

Email: sales@tospartners.com

Website: officefurnitureplus.com

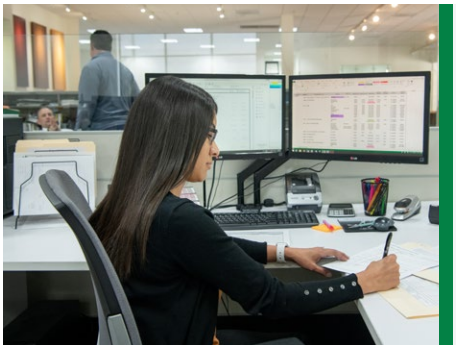
Address:

Dallas Location: Office Furniture Plus
2201 Chemsearch Blvd. | Irving, TX 75062

Austin Location: Office Furniture Plus
8136 Industry Way | Austin, TX 78744

San Antonio Location: Office Furniture Plus
5308 Distribution Drive | San Antonio, TX 78218

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What Happens Next

Within one business day, an account manager will contact you to schedule an initial consultation. This conversation typically takes 30-45 minutes and covers your needs, timeline, and budget. There's no obligation and no pressure—just expert guidance to help you understand your options.

After the consultation, you'll know which furniture option makes sense for your situation, realistic timeline expectations, and next steps if you choose to move forward.



Part Of The Total Office Solutions Family

When you work with Office Furniture Plus, you have access to our entire family of companies:
Move Solutions - Office relocation and moving services
TechTeam Solutions - IT infrastructure and technology integration
Corporate Source - Premium contract furniture for high-end projects
Paint & Carpet - Facility finishing and improvement services
Office Boy - Day-to-day office services and support

One family of companies. Complete solutions. Anywhere you need us.



Your Successful Furniture Project Starts Here

What makes Office Furniture Plus different: We don't just sell furniture—we guide you through the entire process with transparency and expertise. We tell you the truth about timelines instead of promising impossible delivery dates. We help you avoid expensive mistakes before they happen. We're still here years after installation when you need service or support.

40+ years of experience. Thousands of successful projects. Nationwide capability. Local expertise. Whether you're furnishing 5 workstations or 500, whether your office is across town or across the country, we're ready to help you create a workspace your team will love.

office furniture plus

A Total Office Solutions "Anywhere" Company

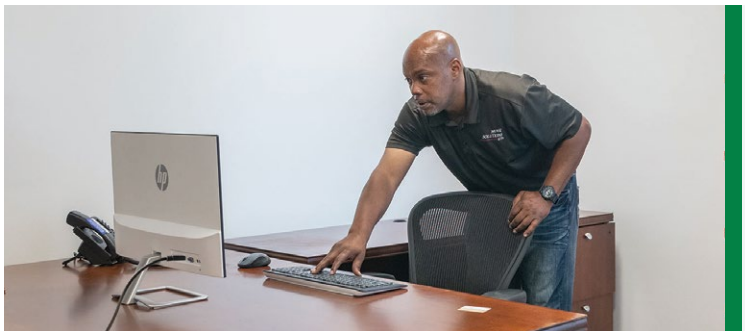
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Let's Get Started!

Office Furniture Plus – People And Products That Work For You

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Visit: officefurnitureplus.com
Email: sales@tospartners.com

Beyond Moving: A Spectrum of Value-Added Services



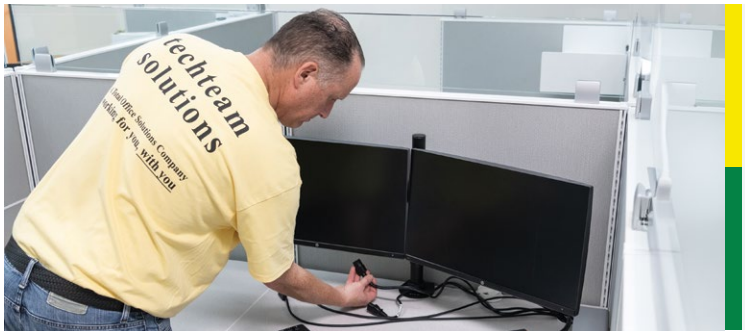
(MAC) Moves, Adds, Changes

Our IT team handles every Move, Add, and Change to keep your technology aligned with your business — with next-day turnaround and no minimum requirement.



Decommission & Re-Commission

Quick, agile decommissioning services, coupled with our strategic partnerships, mean we can handle the unexpected, turning challenges into opportunities for efficiency and cost savings.



TechTeam & Office Furniture Plus

From ensuring a smooth transition for your technology to providing fast, efficient furniture solutions, our integrated services make us more than movers.

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Office Furniture Plus is part of the Total Office Solutions (TOS) family of "Anywhere"© companies. Together they provide the services and products needed by a commercial tenant planning a relocation project. From workplace planning, furnishing, technology, and moving to facility decommissioning, Total Office Solutions is a perfect partner resource. Our local and national clients use our complete flexibility to their advantage!

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