



## Thank You for Your Business

This month was filled with projects that tested us & our service delivery teams. It's not unusual for real estate executives, property managers & business leaders to call asking for help with a project relative to space planning & furniture delivery on a compressed time line.

We appreciate all the opportunities we have received. August projects included:

1. Renovate, paint, carpet and reconditioned Teknion stations for 24 employees at a pump manufacturer. Client savings: \$85,000.
2. Move management and new & used furniture mix for major university. Client savings: \$20,000.
3. Property manager facilitating an office set up for tenant improvement budget, requiring 4 week space plan and delivery. Client savings: \$8,500. (2016 Haworth Compose)
4. Charitable client in need of furniture for new ministry she is leading. We are working to donate as much furniture as possible.
5. Continue to sell off workstations and furniture for 4 businesses in transition. We mixed gently used (repurposed) with new furniture and saved \$180,000 on 4 projects.

office supplies, technology, etc. that we might be able to buy, market or donate to causes mentioned above. Should you be affiliated with a cause, charity or mission that needs help, let's talk about how we can become more involved or learn how our Office Angels program can contribute and serve these causes.

Thank you for reading our newsletter. Thank you for your business and partnering with our company.



## We Get to Do This!

My partner and I truly run our business with the belief that we are blessed to have this business. That being said, we take our responsibility to serve clients, give back to the community and balance work and family life very serious.

Essentially, WE GET TO DO THIS! RIGHT. Provided we keep doing the right things, putting into action principles and missions that guide our business. If we don't do the right things, clients go somewhere else, charities are not served and our family suffers.

Using the gifts of old furniture and profits from the clients we serve creates a valuable opportunity to do more for those who might need a second chance, help with their children, food, shelter, clothing etc.

Please let us know if you have old furniture,

## Open or Enclosed Workstations

\*This is an excerpt from one of our resource guides, *Planning Office Spaces: A Practical Guide for Managers and Designers*, by Yuri Martens, Juriaan van Meel, and Hermen Jan van Ree. It is always available to you when planning that next office furniture project.

### Use and Activities

- Collaborative work requiring frequent interaction within teams
- Solo work requiring medium concentration, such as PC work
- Work requiring a certain degree of confidentiality, such as auditing

### Size and Layout

- The recommended minimum floor area is six square metres (65 sq. ft.) per workstation, or seven-and-a-half square metres (81 sq. ft.) when meeting table is added
- Desks can be arranged face-to-face or back-to-back, respectively enhancing interaction or concentration
- Preferably, the desk arrangement gives the inhabitants a direct sight of the door

### Location

- Preferably located close to a window, providing outside view and daylight access
- Can be located near busy circulation routes or other open spaces when properly insulated

### Considerations

- Balancing the required levels of concentration and interaction can be problematic
- Typically equipped with white boards to facilitate interaction among the room's users
- Best shared with people having similar working pattern and attitude to work

### Alternative Names

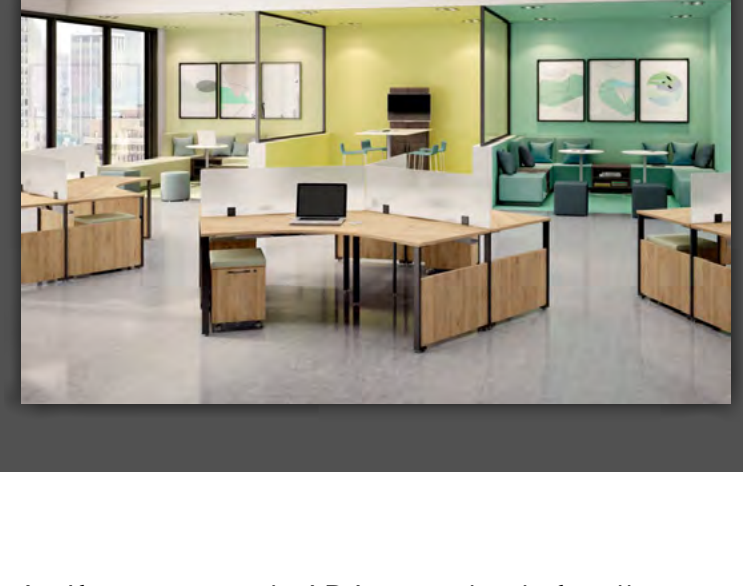
- Group office
- Project room
- Department room

### Advantages

- Provides a certain amount of privacy and confidentiality as well as team interaction
- Team setting stimulates free flow of knowledge and workplace learning within teams
- Fairly good possibilities for individual climate control

### Disadvantages

- Floor-to-ceiling partitions negatively impact the cost efficiency and flexibility
- Danger of unpredictable utilization rates (i.e. intensively used during a particular project and empty when a project is finished)
- Teams are separated from the rest of the office



## Life and Business Lessons

Dylan (our youngest daughter) experienced playing in a varsity softball game as a freshman. Although she didn't see any playing time, she was by far the best bench cheer leader (overly biased opinion). We like to share the human side of who we are and what we do for the benefit of our prospective clients and partners.

We really want you to know us as a family operated business that specializes in serving people and managing furniture projects so you can worry less about furniture and more about your business and your family.

We hope after meeting and visiting with us, you realize we are parents, fathers, mothers, husbands and wives, just like you. You can buy furniture for your offices from any thousands of businesses, however, when you work with us, you'll notice these important factors that set us apart from the rest:

1. We always pick up the phone
2. We respond quickly
3. If you say you need something in a week, we do everything in our power to deliver your solution.
4. We provide options for a Good Budget, a Better Budget, and your Best Budget.
5. We show you new, gently used and reconditioned furniture options to save you money.

6. If you need ADA required furniture or equipment, we will consult and research the best solutions within your budget.

7. We are professionally persistent in helping you understand the real hard and soft cost of managing a business transition event.

8. We always put you first. If we say we can do it, we do it!

9. If it's not right, we will make it right. Right away.

10. If we keep doing what's right, our daughters will achieve their dreams, indirectly because of you. We understand how important your needs are.



## Business IS Personal For Us - Call Any Time

This is our expert installation company, assembling tables for Emory University at 7am, completing an order confirmed just 3 days earlier. Lashan called needing wheel chair accessible tables for late enrolling students at the Emory. Our team invested countless hours to help Lashan find just the right table that could be delivered in such a short time frame (3 days). The manufacturer who committed to delivering these tables failed miserably, causing our team great challenge. This required us show up at their dock to secure the tables, since several service reps lied about the order being ready or even registered (sign of the times). The order had never been processed after paying for the tables and expedited delivery. Our team was tracking the order and was alerted that it was not moving.

Needless to say, the order is a loser, but that's not the point. The point is we will go to great lengths to serve a client and will always deliver on our promises, no matter the cost to meet and exceed an expectation. Servant team members and leaders is what motivates us to deliver solutions at the highest level.



## How to Engage Employees

Premier Office Magazine highlights an office space, in Philadelphia, Pennsylvania, that encourages employee engagement through innovative design and a focus on work/life balance. Read more about how they achieved this creative space-planning goal in, *Innovative Workspaces Engage Employees*.



[Read More Here](#)

## Generational Differences

Forbes explores how managers can adapt to managing different kinds of people as well as employees from different generations in order to ensure their office runs smoothly and efficiently. Read more about this in, *How to Manage Generational Differences in the Workplace*.



[Read More Here](#)

## Our Mission & Purpose.

Our Purpose and Mission: Serve clients, partners and suppliers in an honorable, integrity-driven way using our God-given gifts to provide creative, ergonomically safe work environments to help clients recruit and retain great employees and clients.

We hope to serve clients that share our spirit of giving back using retiring business assets to help charities or reselling assets on behalf of our clients when providing our single source solutions. Our Newsletter and social media platforms are created to provide monthly content and ideas to become a trusted advisor in the facility and furniture solutions industry.



ADD US TO YOUR NETWORK, WE'LL SHOW YOU A NEW SOLUTION.  
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