

MENU OF SERVICES

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Have you read “About Us?” Our Menu of Services is more about us.

We believe in providing unsurpassed service, in efficiencies, and in saving you time. You may need one service; you may need them all — now or later. It reflects our commitment to long-term service, flexibility and relationships. We can help you meet any of your facility goals.

BEFORE THE PROJECT

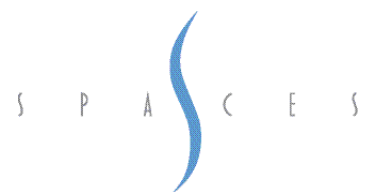
Needs Assessment

You can rest assured that whatever your tastes, requirements, and budget, SPACES will have the ideal products to fall perfectly into place – new or used. Being all too familiar with the realities of depreciable assets, we’re acutely aware of how the right furniture and systems purchases are crucial to your bottom line, your image, and your productivity. Our team of product experts will work closely with you to accurately identify and then accommodate your needs. Our offering includes furniture (new and used), movable walls, floor covering, lighting fixtures, art work, and custom mill work.

Design, Space Planning, and Programming

Our expertise enables us to seamlessly and productively interface with your architect, interior designer or space planner to optimize the desired results. In the event you have not contracted with a designer or architect, we have experienced designers on staff to help you create the ultimate blend of image and functionality. We can determine each employee’s needs, departmental and functional adjacencies, factor in future growth projections, space plan your optimum floor plan, and create an exciting visual space.

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THE PROJECT

Product Sales

SPACES has formed strong alliances with hundreds of manufacturers representing thousands of exceptional furniture, systems, accessory and floor covering products. We work diligently to negotiate the best purchasing and freight terms on your behalf. We will only recommend those manufacturers who stand behind their products and represent quality. When it is time to enter orders, we move fast to get the ball rolling. Electronic orders are entered timely and checked for accuracy.

Project Management

Without question, the key to a successful project installation is project management and coordination. SPACES micro-manages those tasks by coordinating shipping with all manufacturers to ensure the required ship dates, scheduling truck arrivals, overseeing the actual installation, working with the construction trades, and working diligently to complete any remaining unfinished or punch-list items. Our skilled and proactive Project Managers will work closely with your Sales Consultant to shepherd your project every step of the way.

Installation Services

At SPACES, we view this as one of the most crucial services we provide. The hallmark of any successful project is a smooth installation. To that end, we're uncompromising when hiring our installers to ensure they are nothing short of professional, experienced and courteous. Because we expect our installers to anticipate problems before they arise, we insist they each possess a minimum of 4 years of experience. They must be certified by Allsteel and Inscape, and are continually required to complete training on all new products introduced. In addition, among our team we have vast experience at installing all major manufacturers' furniture systems.

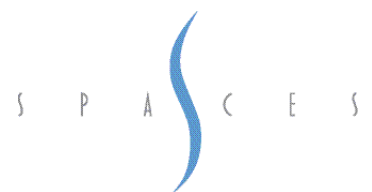
Move Management

Moving furniture and systems is a far cry from moving boxes of file folders. It is complicated, time consuming, commonly done during off hours, and always has strict deadlines. SPACES can coordinate your move and the disassembly and re-assembly of your existing furniture in the time frame necessary to turn your new space into a productive space.

Interior Construction

An interior enhancement project does not have to mean you'll shoulder the burden and stress of dealing directly with contractors, electricians, cabling technicians, furniture dealerships, carpet dealerships, etc. SPACES will be happy to contract and manage all the conventional construction services for you. In addition, we can provide truly unique and flexible sustainable construction concepts and products to provide for on-time and on-budget build outs that will ensure flexibility is built into your space.

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AFTER THE PROJECT

Product Reconfigurations

Churn, in combination with new-teaming responsibilities, is common place in today's fast-paced business environment. SPACES can help you accomplish product reconfigurations, and we'll do so in accordance with your specific time frame. We can help whether it is a simple configuration change of a workstation cluster, or the project entails measuring a space, drawing "as built" drawings, and determining missing pieces required for the "re-stack" of an entire floor. In addition, we'll alert you to future planning considerations to make reconfigurations unbelievably fast and easy in years to come.

Product Maintenance and Repair

Increase the longevity of your products. As with routine maintenance on your vehicle, routine maintenance of your furniture and systems will keep them useful long after they've been fully depreciated. SPACES will also repair any non-functioning items and work with the manufacturer to obtain warranty compliance.

Inventory/Asset Management

Being able to adjust quickly and adeptly to changing economic conditions is essential to survival in today's commercial environment. SPACES will assist you with furniture storage in the event of any downsizing. Our inventory management system ensures you of an accurate accounting of all your products, whether in our warehouse or on your premises. As much detail about your furniture can be provided as necessary. Each piece can be bar coded, graded, and photographed. All information will be stored in a database accessible through our web site.

Carpet Cleaning

As needed, or on a pre-scheduled contractual basis, we'll keep your carpet looking new. We can accommodate any after-hours schedule request.

Please contact your sales consultant if you would like further information on our Menu of Services.