



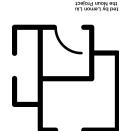
Welcome to DeskLogic!

We understand that coordinating an office move or setting up a brand new office can be a bewildering and stressful experience. As office furniture experts, we're here to help you think through all the considerations for furnishing an office space and get you the furniture that will best fit your needs, vision, and work culture.

We will take you through these steps:

**Vision/Style**

Tell us your overall aesthetic vision and style

**Programming**

Tell us about your logistical needs and work culture

**Recommendations**

We'll give you a recommended package with transparent pricing

**Adjust**

You can adjust as you wish

**Checkout**

Make your purchase

REGISTER

Create an account to save your results

START

Click here to start without registering

Your guide to a better office furniture buying experience

DeskLogic

222 W Merchandise Mart Plaza
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Vision

Programming

Recommendation

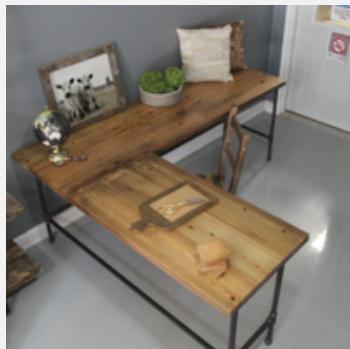
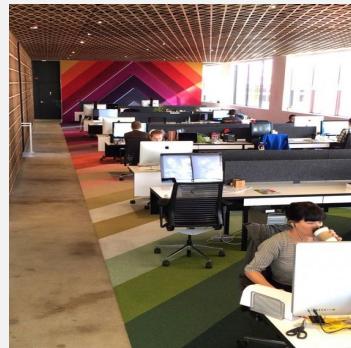
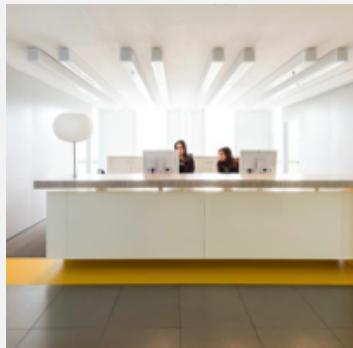
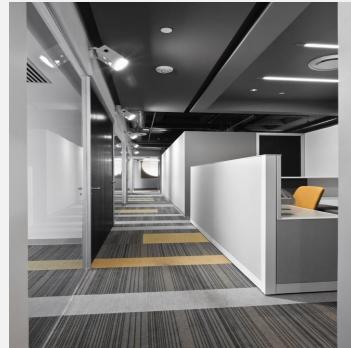
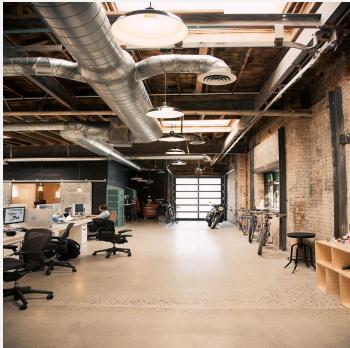
Adjust

Checkout

Share Your Vision

[Skip](#)

Which of these photos match the office style/vibe you insivion? Choose as many photos as you'd like.

[SAVE & EXIT](#)[NEXT](#)

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Vision

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Adjust

Checkout

Your Space

Budget/Time

Headcount

Space Types

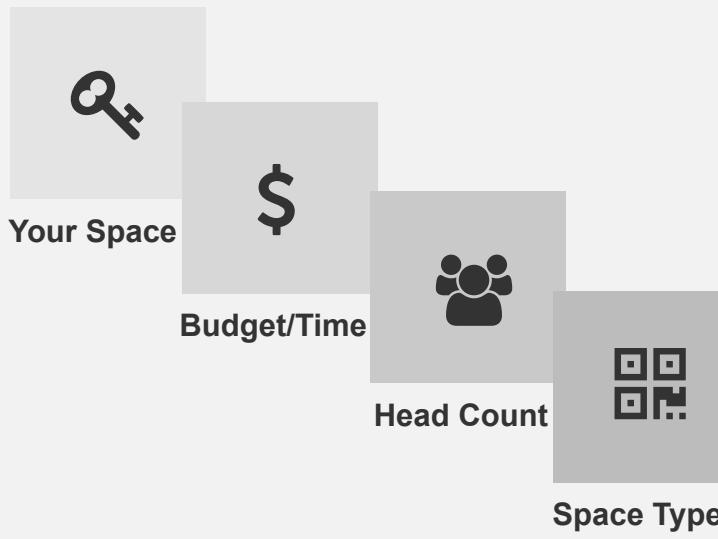
Filling the Spaces

Programming: Tell Us Your Needs

Pre-purchase planning, referred to as **programming**, helps you make smarter furnishing decisions.

Before your purchase, we recommend going through our programming questions. It takes **approximately 10-15 minutes** to complete. You can skip any questions, but the more details you give us, the better our recommendation will be.

The questions are broken into **5 parts**:



RECOMMENDATION

An extremely useful tool to assist you is a **space plan**. Create one using our **PlanTheSpace** form.



Create
a space plan

NEXT

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Filling the Spaces

Your Space

1. Location

Zip Code

2. Space Size

What is the size of your space?

Sq. ft.

How much of your space is already designated to a specific use?

Sq. ft.

(i.e. Loading Dock, Storage Room, Bathrooms, etc)

Total Available Space: Sq. ft.

3. Inventorying Your Old Furniture

Will you be bringing any furniture with you?

We recommend you consider whether or not the old furniture aligns with your vision for the new space.

Yes

No

What's Coming with You?

	Qty.	Sq Ft.
<input type="checkbox"/> Desks	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Tables	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Chairs	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sofas	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Storage Units	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Shelves	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Printers	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>
Please Specify the type of furniture Below: <input type="text"/>		

Skip

Summary + Inventory

Your Space ▾

Location

- Your office is in **Chicago**
- Chicago office regulations for reference: [\[link\]](#)

Space Size

- Usable space: **1,500 sq ft**
- After old furniture, **1,200 sq ft** for new furniture

Old Furniture

- You're bringing **300 sq ft** of old furniture

Budget/Time ▾

Headcount ▾

Space Types ▾

Filling the Spaces ▾

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Vision

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Adjust

Checkout

Your Space

Budget/Time

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Space Types

Filling the Spaces

Skip

\$ Budget and Timeframe

1. Budget Range?

\$ High\$ Low

2. When do you want your furniture to arrive?



DD/MM/YYYY

Summary + Inventory

Your Space

Budget/Time

Budget

- Range is \$0-\$20,000
- Equals approx. \$16 per sq ft of new furniture

Time

- New furniture will arrive on **Wed, 08/12/2015**
- We will flag any furniture that cannot arrive by that date.

Headcount

Space Types

Filling the Spaces

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Your Space

Budget/Time

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Space Types

Filling the Spaces

Skip**Headcount****THINGS TO CONSIDER**

- How many of your staff are traveling frequently? Can visitors use this space? Can some people share desks?
- Besides permanent staff, think about how many visitors, interns, or remote employees that might need a workspace at any given time. Be sure to include this into your final headcount.
- How much do you anticipate your organization growing in this space? Consider adding to your numbers to account for this growth.

How many people will be working in your office?Permanent Staff: Of the permanent staff,
who travel frequently and
could share a workstation: Visiting Staff: Interns: Additional staff in
1-2 years: TOTAL: **Summary + Inventory**Your Space Budget/Time Headcount **Permanent Staff**

- 30 staff need workstations
- Of those, 25 are always there and 5 travel (so their space could be shared)

Visiting/Interns

- Up to 6 interns/visiting staff at any given time

Growth

- 3 additional staff in the next 1-2 years.

SHOPPING LIST

- Workstations for 32 ppl
- 3 portable stations that can be stored when not needed
- With old furniture, you need to buy workstations for 28 ppl and 3 portable stations

Space Types Filling the Spaces **SAVE & EXIT****NEXT***Your guide to a better office furniture buying experience***DeskLogic**222 W Merchandise Mart Plaza
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Your Space

Budget/Time

Headcount

Space Types

Filling the Spaces

Skip

Space Types

THINGS TO CONSIDER

- What roles and departments does your company/org have? Do people in the roles or departments have different needs? If you're not sure, it might be good to do an employee survey of people's needs. See a sample survey [HERE](#).

- What is the culture of your work? Is it very democratic, where everyone should have similar workstations, or more hierarchical?

- Here are two helpful articles about the pros/cons of open workstations and the spectrum between closed and open:

- <http://smallbusiness.chron.com/advantages-disadvantages-open-plan-office-space-80288.html>

- <http://www.hermanmiller.com/research/research-summaries/the-private-to-open-spectrum.html>

1. How collaborative (open) or private (closed) should your workstations be?

Open Workstations: Approx # of people at each : Staff left to be seated: Private Workstations: Staff left to be seated: Enclosed Workstations: Approx # of people at each : Staff left to be seated:

2. What are your other space needs?

Enter the number of each space you have and its approx size

#

Sq ft

Conference Rooms: Lounges: Reception: Other:

Please Specify Below:



Summary + Inventory

Your Space Budget/Time Headcount Space Types

Open Workstations

- 24 ppl in 3 open benching stations
 - 24 chairs
 - 12 tables

Private Workstations

- 5 ppl in 5 private stations
 - 5 chairs
 - 5 desks
 - 4 dividers
 - 5 file pedestal

Enclosed Workstations

- 3 ppl in 2 closed offices
 - 6 chairs
 - 3 desks
 - 2 file pedestal
 - 2 bookshelves

Other Spaces

- 1 conference room
 - 1 conference table
 - 10 chairs
- 1 lounge area
 - 2 couches
 - 1 coffee table
- 1 reception station
 - 1 reception desk
 - 2 chairs

SHOPPING LIST

- 47 chairs
- 12 tables
- 8 desks
- 4 dividers
- 7 file pedestal
- 2 bookshelves
- 2 couch
- 1 coffee table
- 1 reception desk
- 1 conference table

Filling the Spaces **SAVE & EXIT****NEXT**

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**Filling the Spaces****THINGS TO
CONSIDER**

- Do people have a preference for sitting or standing at their workstations? Is this a feature you want to offer?
- Are you combining offices? Are there things that people might expect to function similarly to their previous office? Again, is a good thing to survey.

1. How comfortable should your chairs be?

The longer someone will be sitting in a chair, the more you should consider comfort.

of BASIC seating chair will be sit in less than 1 hr (conference, lounge spaces)

of MID seating chair will be sit in for 2-4 hrs (collaborative spaces)

of PREMIUM seating chair will be sit in for 5+ hrs (reception, indiv workstations)

2. Do you want furniture that can transform between a sitting and standing desk? If so, how many?

of sitting/standing desks:

3. How much do you anticipate needing to rearrange furniture?

Not At All

All the time

Type	Stationary	On Wheels
Desks	3	2
Tables	5	4

4) What technology will be used in your office space?

We'll suggest furniture to complement your technology needs.

Printers: Desktops: Laptops: Others:

Please Specify Below:

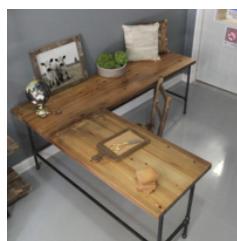
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Based on Your Vision:



Our Recommended Furniture:



Enclosed Workstation (x3)

	Qty.	\$/Unit	Total	
Edison Electric Table	3	\$1,200	\$3,600	
Diamond Stitched Executive Chair	3	\$400	\$1,200	
Executive Filing Pedestal	3	\$600	\$1,800	

[+ add items?](#)[Customize](#)

Section Total

\$6,600



Open Workstations (x6)

	Qty.	\$/Unit	Total	
Revolution Desk	3	\$670	\$2,010	
Junction Table	3	\$500	\$1,500	
Colored Mesh Task Chair	12	\$250	\$6,000	

[+ add items?](#)[Customize](#)

Section Total

\$9,510



Conference Space (x1)

	Qty.	\$/Unit	Total	
Downview Rectangular Conference Table	1	\$1,200	\$1,200	
Kinetic Stack Chair	15	\$70	\$1,050	

[+ add items?](#)[Customize](#)

Section Total

\$2,250



Lounge Area (x1)

	Qty.	\$/Unit	Total	
Lobby Loveseat.....1 (\$1,559/unit)	1	\$1,600	\$1,600	
Lobby Chair.....2(\$799/unit)	2	\$800	\$1,600	

[+ add items?](#)[Customize](#)

Section Total

\$3,200



Miscellaneous (x3)

	Qty.	\$/Unit	Total	
Mobile Projector Cart.....2 (\$359/unit)	2	\$360	\$720	
Versa Center.....1(\$799/unit)	1	\$800	\$800	

[+ add items?](#)[Customize](#)

Section Total

\$1,520

SHOPPING LIST

- 47 chairs
 - 10 Basic
 - 24 Mid
 - 13 Premium
- 14 tables
 - 4 on wheels
- 8 desks
 - 2 Adjustable
 - 6 Regular
- 4 dividers
- 7 file pedestal
- 2 bookshelves
- 2 couch
- 1 coffee table
- 1 reception desk
- 1 conference table

Total Furniture MSRP

\$23,080

Discount

\$1,320

Shipping

\$100

Storage Fee

\$320

TOTAL COST

\$22,180

TOTAL SQ FT

5,000

Price per Sq Ft

\$4.44/sq ft

Guaranteed Delivery Date: [Back](#)[CHECKOUT](#)

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Based on Your Vision:



Our Recommended Furniture:

Enclosed Workstation x3	Qty.	\$/Unit	Total	Section Total
Edison Electric Table	3	\$1,200	\$3,600	
Diamond Stitched Executive Chair	3	\$400	\$1,200	
Executive Filing Pedestal	3	\$600	\$1,800	

[+ add items?](#)[Collapse](#)[Tables](#)

Good	Better	Best	Total Qty:
			3
Workman's Table by AMQ \$800 - Birch Veneer - 40" x 30" x 30" Optional Colors: 	Edison Electric Table by Versatile \$1,200 - Birch Veneer - 50" x 40" x 30" Optional Colors: 	Flexible/Modular Table by Mayline \$1,700 - Birch Veneer - 40" x 30" x 30" Optional Colors: 	0 unit(s)

[Tables](#)

Good	Better	Best	Total Qty:
			3
Bar Stool Chair by AMQ \$125 - Steel Frame - Adj. Height Optional Colors: 	Workers Chair by Mayline \$250 - Mesh - Adj. Height Optional Colors: 	Diamond Stich Exc. by Herman Miller \$400 - Memory Foam Seat - Adj. Height Optional Colors: 	0 unit(s)

[Seating](#)

Good	Better	Best	Total Qty:
			3
Shelving Unit by Mayline \$300 - Steel Frame - 40" x 30" x 30" Optional Colors: 	Executive Filing by Versatile \$600 - Oak Wood - 40" x 30" x 30" Optional Colors: 	Solid Storage by Mayline \$1,000 - Steel Frame - 100" x 70" x 70" Optional Colors: 	0 unit(s)

[Storage](#)[OK](#)

Open Workstations x6	Qty.	\$/Unit	Total	
Revolution Desk	3	\$670	\$2,010	
Junction Table	3	\$500	\$1,500	
Colored Mesh Task Chair	12	\$250	\$6,000	\$9,510

[+ add items?](#) [Customize](#)

Conference Space x1	Qty.	\$/Unit	Total	
Downview Rectangular Conference Table	1	\$1,200	\$1,200	
Kinetic Stack Chair	15	\$70	\$1,050	\$2,250

[+ add items?](#) [Customize](#)

Lounge Area x1	Qty.	\$/Unit	Total	
Lobby Loveseat.....1 (\$1,559/unit)	1	\$1,600	\$1,600	
Lobby Chair.....2(\$799/unit)	2	\$800	\$1,600	\$3,200

[+ add items?](#) [Customize](#)

Miscellaneous x3	Qty.	\$/Unit	Total	
Mobile Projector Cart.....2 (\$359/unit)	2	\$360	\$720	
Versa Center.....1(\$799/unit)	1	\$800	\$800	\$1,520

[+ add items?](#) [Customize](#)

SHOPPING LIST

• 47 chairs	Total Furniture MSRP	\$23,080
• 10 Basic	Discount	\$1,320
• 24 Mid	Shipping	\$100
• 13 Premium	Storage Fee	\$320
• 14 tables	TOTAL COST	\$22,180
• 4 on wheels	TOTAL SQ FT	5,000
• 8 desks	Price per Sq Ft	\$4.44/sq ft
• 2 Adjustable		
• 6 Regular		
• 4 dividers		
• 7 file pedestal		
• 2 bookshelves		
• 2 couch		
• 1 coffee table		
• 1 reception desk		
• 1 conference table		

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