

**BENHAR**  
OFFICE INTERIORS

Every Office Tells a Story.

What will yours be?



## We Furnish Your Ideas

So you're moving. Or maybe expanding? Or just need a reconfiguration. How exciting! The opportunity to create a whole new look, filled with distinctive details that define who you are as a company.

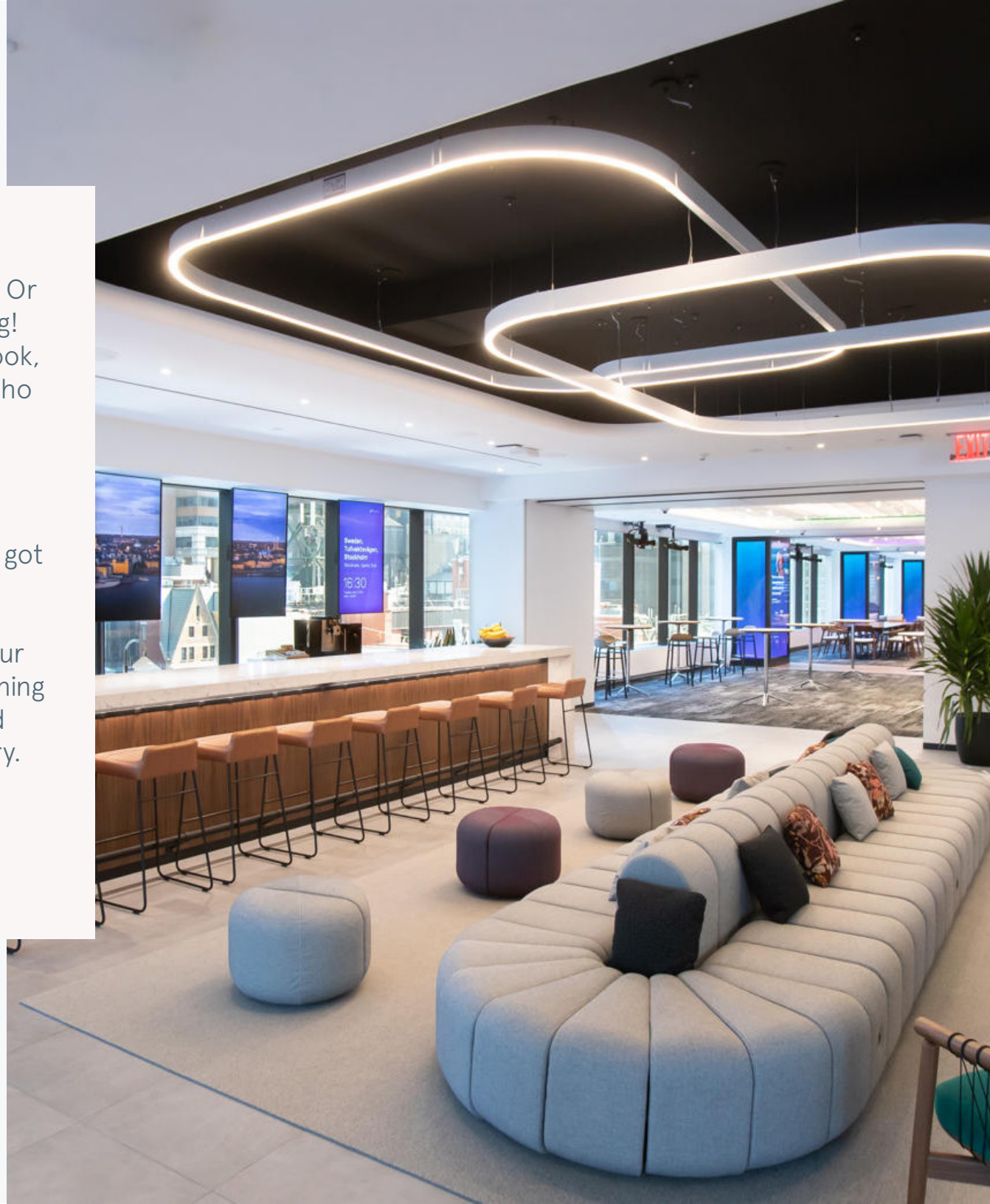
Now what?

Don't worry, we've done this before - we got you.

We will be there to guide you along on your furniture journey from the beginning planning and design stages through to delivery and installation. We will help you tell your story.

Let us walk you through the process.

Ready?



## We have a few questions...

When do you need to move in?

What is your aesthetic or vibe?

Do you have a budget?



## Wait, hold up.

How much does furniture cost?

We represent over 300 different manufacturers with varying price points (and production times!)

Once we understand your timeline and aesthetic, we can guide you to the best solution for your space, and provide you with what we call “good, better and best” pricing options.

What you select when it comes to product materials, finishes, components and features can take you from one pricing tier into another.



GOOD



BETTER



BEST

## How long does this process take?

Once we know your desired move-in date, we can work backwards and create a timeline that best aligns with your schedule.

### You should keep these points in mind:

1. What is my desired move-in date?
2. Is there a construction schedule?
3. How many options do I want to see?
4. How long will it take me to make decisions?

## Sample Timeline

| Activity                       | Duration  | Estimated Date        |
|--------------------------------|-----------|-----------------------|
| You realize you need furniture | 1 Day     | December 19           |
| Initial meeting with Dealer    | 1 Day     | December 19           |
| Furniture Showroom Tours       | 1 Week    | December 16-20        |
| Holidays (can effect leadtime) | 2 Weeks   | December 21-January 1 |
| Design and Spec Process        | 2-3 Weeks | January 2-18          |
| Finalize Drawings & Proposal   | 1 Week    | January 18-24         |
| Order Sign Off & Deposit       | 1-2 Days  | January 25-26         |
| Furniture Production Time*     | 8 Weeks   | January 27-March 19   |
| Transit Time from Factory      | 3-5 Days  | March 20-25           |
| Product Arrives to Warehouse   | 1 Day     | March 26              |
| Delivery to Site               | 1 Day     | March 28              |
| Furniture Installation         | 5 Days    | March 29-April 3      |
| Move-in Day                    | 1 Day     | April 5               |

\*Furniture production times can vary depending on manufacturer. Standard lead times have been effected by global supply chain issues and we are experiencing longer lead times than normal.

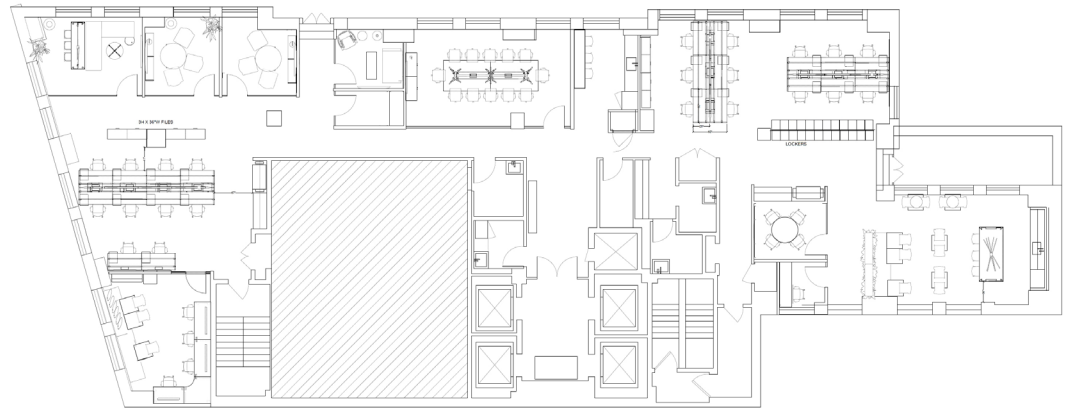
## Ok, so how do we start?

### Step 1: Send us your floor plan

You can request this from your broker, the landlord's architect, or your design firm (if you've hired one).

Perhaps a "test fit" layout has already been prepared, but it may not be exactly how you are envisioning the space.

We can help you design a functional layout by asking you questions and understanding your needs and pain points.



### Don't have a floor plan?

Not to worry. We can work with you to prepare a floor plan as part of our additional Design Services.

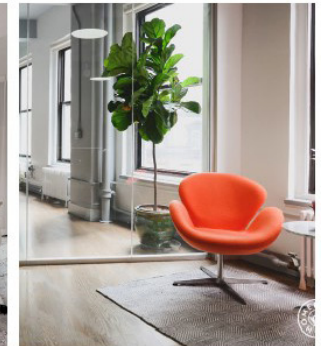
# What inspires you?

## Step 2: Mood Boards

Do the conference rooms need to reflect a high-end feel, while the workstations maintain simplicity?

Do you envision laminate, veneer, glass, or stone when it comes to material finishes?

Your requirements will help us guide you to the right product solution -tailored to you.



### Step 3: Showroom Tours

Once we have a good sense of your floor plan and the materials and finishes you envision, we will schedule manufacturer showroom tours with you so you can see the product in person.

### Step 4: Drawings & Budgeting

We will then prepare preliminary drawings and a budget for your review. Generally the budget includes alternate options for consideration, as well as a cost for delivery and installation.

### Step 5: Finalizing Decisions

We will work with you to refine all the details, make final selections & decisions, and schedule site visits for field verification of critical dimensions & electrical locations, and assess miscellaneous site conditions.

### Step 6: Order Approval

All the i's have been dotted and the t's have been crossed. You've approved all pricing, finishes, drawings, and we are now ready to send the order into production!

### Step 7: Production

Sit tight. Your furniture is in the production stage. During this time, we will be coordinating with your other vendors, such as electricians, AV/IT consultants, attending project meetings, and tracking your order!

### Step 8: Delivery & Installation

The product has arrived at the warehouse and we are ready to schedule a delivery and installation date. Your Benhar Project Manager will be on site during this time to help manage the logistics and see that everything goes smoothly.



## ...And we're done!

Welcome to your new office space.

Thank you for considering partnering with us during this exciting time!

We can't wait to start this process with you.

To get in touch, please call:

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