

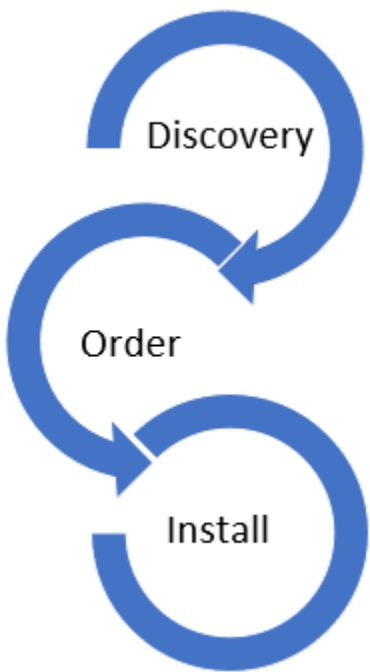
UNDERSTANDING THE COMMERCIAL OFFICE FURNITURE BUYING PROCESS

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New Office Furniture

We can

- Find products that fit within your budget and scope of work
- Create a layout that meets your criteria
- Work with manufacturers to get finishes and samples
- Try to meet your timeline-based upon product availability and shipping restrictions.



We need

- To see the space or a floor plan
- To know your budget and timeline
- To know how the space will be used
- If you have a particular design concept in mind

We will

- Build most pieces in our warehouse but finish the install at your location
- Coordinate our installation with your data/electric departments
- Supply a COI (insurance certificate)
- Do a final walk through with you

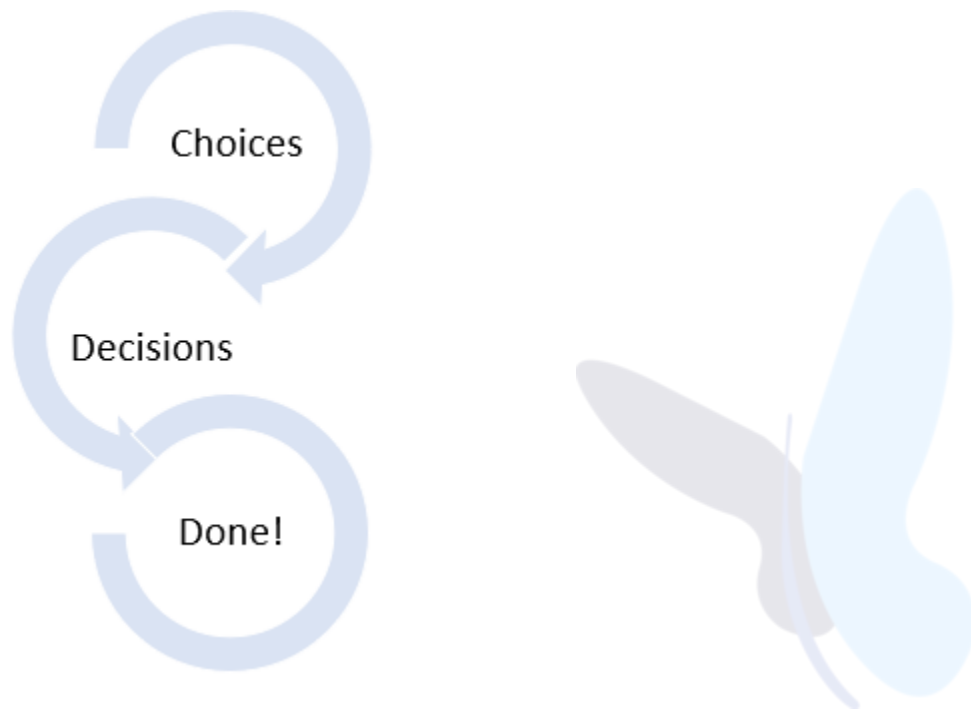


Monarch offers a full suite of services to help clients through every step of the process from project management and space planning to delivery and installation. Our goal is to help clients create new space from concept to completion with a focus on aesthetic, function, accessibility, productivity, comfort, and budget.

Pre-owned Office Furniture

YES...

- You should have in mind what you want, and we'll show you available options.
- We want YOU to sit in our chairs!
- You decide what is a good fit for your location and your budget.
- Pre-owned is 'sold as is'



You can

- Review available furnishings online
- Make an appointment to visit warehouse
- Purchase pre-owned (warehouse) as well as order new product from our showroom
- Feel confident that we'll give you the best options for your project.

You've

- Purchased commercial grade furniture that will last for years
- Saved both time and money
- Made a great buying decision!