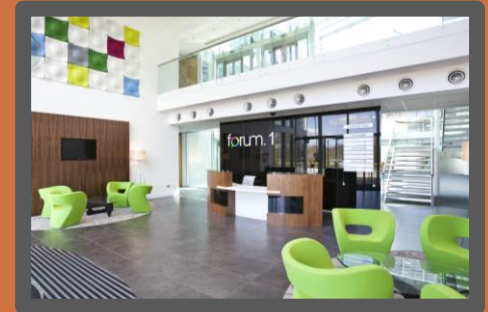


4 helpful steps to a successful reception desk project



SECTION 1

Writing an accurate brief

STEP 1

The Reception Desk



It's important to be clear at the start of your project about several key factors of reception desk specification.

Get it right at the outset, and you will save a great deal of hassle and stress. Get it wrong, and not only can it be a painful and lengthy process, it could end up costing you money too. This first stage is crucial to the success of all that follows so make sure you are asking all the right questions and focus on the role your reception desk must fulfil within its environment.

SECTION 1

Writing an accurate brief

STEP 1

The Reception Desk: Specification Detailing



FORM & FUNCTION

- How many users need to be accommodated?
- Will it need to allow for specific equipment such as PC's, printers, security equipment?
- Computer monitors: Are you happy for them to be visible from the visitor side or should they be concealed behind a raised counter? If you want them to be hidden from the visitor, you'll need to know their physical size, not just their screen size.
- Will it need to make provision for wheelchair users?
- Does it need storage? If so, what type? i.e. pedestals, shelving, cupboards etc...
- Are there any architectural features to accommodate such as walls, columns, etc
- What shape should it be? Curved, straight, conical or a combination of shapes.
- What features to add? Should it have upstands, raised counter caps, a plinth, integral feature lighting, graphics maybe even a lightbox with backlit logo...
- How should it be finished? Consider the materials: Solid Surface, Laminates and Veneers

SECTION 1

Writing An Accurate Brief

STEP 2

How Much and By When



A good understanding of budget and timescale is fundamental to ensuring any project gets off to a smooth start. Don't be embarrassed to ask, how accurate you are at this stage determines what is achievable.

To give you some ideas.

- Curved and conical desks are generally more expensive than straight desks, due to the amount of forming work that goes into their construction. Straight desks are generally most cost effective.
- Depending on the materials chosen ie: solid surface, laminate or veneer or a combination can impact the initial cost and lead times quoted.
- In thinking about the above, a desk from one of our standard ranges may be more cost effective and lead time efficient than a bespoke option.

Design brief checklist

To make this process as simple and problem free as possible, we've specifically created a design brief checklist form. It asks a series of questions that will create your brief to move to the next stage of planning and design.

SECTION 2

From Concept To Reality

STEP 3

The Design Presentation



Once you have taken the brief we will work with you to interpret your ideas and generate a comprehensive, design proposal for you to present to your client.

After you have approved an initial design proposal, we will provide a quote showing costing and lead times. We can also provide samples of finishes required.

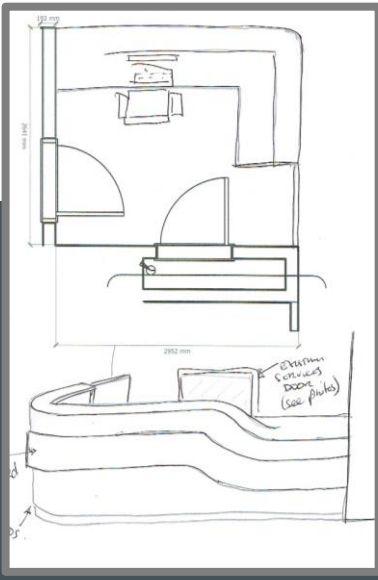
In short, enough high quality presentation material to give you the confidence you need to be sure of securing the order with your client.

SECTION 2

From Concept To Reality

STEP 3

The Design Presentation



Initial Concept



Final Design

FINISHES

- FINISH 1: 8mm THICK GLAZER WHITE DURASEN SOLID SURFACE
- FINISH 2: PREMIUM WHITE LAMINATE EGGER W1001 STD
- FINISH 3: ENGRAVED ALUMINIUM LAMINATE
- FINISH 4: SURFACE APPLIED VINYL LOGO

ACCESSORIES

- 3 NO. Ø40mm WHITE DURASEN CABLE OUTLETS
- 1 NO. 25mm TIER WIRE BASKET STEEL FINISH
- 1 NO. 25mm LUGS Ø 19mm PURE WHITE PLEX NEON L.E.D. STRIP LIGHT 220-242V 2W/M
- 1 NO. PANDA HOUSE
- 1 NO. SPOTTY BOLT

NOTES

- DESK IS FITTED BETWEEN TWO EXISTING WALLS WITH RECESSED PLINTH
- ALL PANELS RESTING ON FLOOR FITTED WITH BROWN NYLON GLIDES
- RD INCLUDES TO ALL CORNER EDGES. ALL WORKTOP & COUNTERTOP JOINTS SEALED ON SITE.
- GATE OPENS INWARDS AND HUNG ON WALL.

SECTION I-I
SCALE 1:10

SECTION C-C
SCALE 1:10

Construction Drawing

SECTION 2

From Concept To Reality

STEP 4

Placing the order, delivery and installation



Installed Image

Once the design and price are agreed it's time to place your order.

Following this we will supply construction drawings for you to approve. Take your time and study them carefully. If you are even slightly unsure about any element at this point, ask the question. We will be happy to answer all your queries (after all, it's in everyone's interest).

Your reception desk will be delivered and installed by our own fitters. This last stage of the process is crucial to your success. You can be confident about their ability to work quickly, effectively and reliably.



Finishes Page

Muted Coloured Laminates

U125 ST9 Sand Yellow	U638 ST9 Sage Green	U540 ST9 Denim Blue	U565 ST9 Ocean Blue
U325 ST9 Antique Rose	U335 ST9 Rusty Red	U645 ST9 Agave Green	U665 ST9 Stone Green

Woodgrain Laminates

H1223 ST19 Sevilla Ash NEW	H3157 ST12 Vicenza Oak NEW	H3710 ST12 Natural Carini Walnut	H3171 ST12 Oiled Kendal Oak NEW
H1330 ST10 Vintage Santa Fe Oak	H3734 ST9 Natural Dijon Walnut	H1357 ST10 Grey Beige Spree Oak NEW	H3003 ST19 Norwich Oak NEW
H3332 ST10 Grey Nebraska Oak	H3043 ST12 Dark Brown Eucalyptus NEW		

Monochrome Colours & Material Reproduction Laminates

W1001 ST9 Solid Premium White	U708 ST9 Light Grey	U732 ST9 Dust Grey	U780 ST9 Monument Grey
U961 ST7 Graphite Grey	U999 ST7 Black	F800 ST9 Crystal Marble	F206 ST9 Black Pietra Origia
F187 ST9 Dark Grey Chicago Concrete	F186 ST9 Light Grey Chicago Concrete	F323 ST20 Cobra Bronze	F237 ST76 Cupria Slate



Clarke Rendall Business Furniture Limited,

Unit 12, Denbigh Hall Industrial Estate, Denbigh Hall Drive,

Bletchley, Milton Keynes MK3 7QT

t: 01908 391600

e: hello@clarkerendall.com

www.clarkerendall.com

