

# *Carrico Lifestyle*

OFFICE FURNITURE INC.      OCTOBER 2010 NEWSLETTER

## *At Carrico Office Furniture . . .*

We know that one size does not fit all. That applies with styles as well. One of the many benefits of ordering from Carrico is that since we make it just for you, we can accommodate requests to change dimensions and styling. So not only will you own a beautifully crafted piece of furniture, you will own unique furniture which can be passed down for generations. Our heritage becomes your legacy.



### **CUSTOM FURNITURE PROCESS**

To kick off the custom quoting process, you will speak with a staff designer who will ask questions to determine exactly what you are needing or desiring to accomplish with this custom piece of furniture. The designer will then submit a quote for approval and pricing. The custom quoting process can take up to a week. Custom pieces may require longer lead times because of the drawing process, as well as the construction phase. Once the order is placed. Formal drawings will be prepared for your approval and signature. We require a signed drawing before the order will be placed into production.

### **WHAT YOU NEED TO PROVIDE**

- For cabinets that will accommodate media components, we need the dimensions of each component (for example: printers, large monitors, televisions, receivers, CD players, DVD players, cable boxes and center channels). Be sure to include room needed for wires.
- For desks and special office furniture, we need the dimensions of components to be housed in the furniture (for example, CPU, printers, scanners and keyboards).
- When appropriate, please email us a floor plan for the room where the furniture will be placed. This will allow us to make suggestions and design the best piece of furniture to meet your specific needs.

### **FEEES FOR CUSTOM FURNITURE**

Custom furniture will cost only slightly more than our standard catalog pieces because it requires additional time in the design and construct the piece. For example, custom changes often require reconfiguring doors and/or drawers, or may require us to build new jigs and/or templates. Even small details can change the production process, and every custom piece gets special handling at every step.

This results in optimum customer satisfaction in a quality handcrafted piece of office furniture. You can also coordinate your custom furniture with standard Carrico office furniture should you desire to add new pieces to complete you office suite . . . for example a lateral file, credenza, bookcase or matching table and chair grouping.

*Carrico*  
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