

TEKTON'S 6 POINT CHECK FOR YOUR NEXT COMMERCIAL FIT-OUT

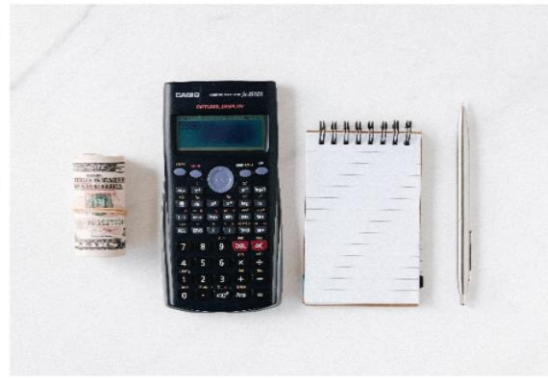
Fitting out a new office will be one of the biggest expenses your company has to pay for, so it's important to get it right the first time. From the look and feel of the office to its available facilities, you should take into account what will increase staff productivity and improve your company's brand image.



1 ASK YOURSELF THE BIG QUESTIONS

Before beginning your new fit-out, you should know what you want. Ask yourself the following questions:

Why do you need a new office? What kind of fit-out do you want? Where will your new office be?



2 KNOW YOUR BUDGET & GET A COMPREHENSIVE QUOTE

Items to consider in your budget include:

- ✓ Costs associated with the move.
- ✓ How much and how long you might have to store equipment and furnishings. The overall design of the fit-out
- ✓ The costs of new furniture
- ✓ IT and telecommunications infrastructure



3 BE IN SYNC WITH YOUR BRAND IDENTITY

The design of your office should reflect the vision, motto, ideas, values, culture and desired appearance of your company. It should also be an extension of your advertising and marketing collateral

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4 RESTRUCTURING SPACE AND STAFF NEEDS

With technology advancing to the point where many people can do much of their job from anywhere there's an internet connection, a new office fit-out could be the perfect opportunity to restructure your office layout, downsize, or move from cubicles to more collaborative work spaces.



5 AIM TO IMPRESS CLIENTS WITH YOUR NEW DESIGN

If you're a client facing business, your office sells your business just as much as your staff do, and first impressions count.

Before you commence your new office fit-out, remember that you have a blank canvas to work with, so make sure to use it to your advantage and consider everything in terms of design and resources to deliver a workplace that impresses clients



6 OTHER IMPORTANT POINTS TO CONSIDER

- ✓ Choose the right colour
- ✓ Use new cloud technologies
- ✓ Go Green – go paperless
- ✓ How to keep your business running during the process
- ✓ Comply with the law