



Call 01799 544006



Landmark  
OFFICE

# Your new office furniture... we'll pave the way

## PLANNING

- Measurements
- Proposed plan/layout
  - Mood board
- Samples/Swatches
- Showroom visit
- Finalise plan

*We'll put together a plan, but if you have any ideas then let's brainstorm... over coffee! Do you need any help relocating? We can assist with that too.*

## CONSULTATION

- About you
- Requirements
- Quantities
- Budgets
- Timescales
- About us

*Don't hold back, we love a challenge.*

## ORDERING

- Customer order/ acknowledgement
- Manufacturer order
  - Timeframes
- Book Installation Team

*Just processing, not long now!*

*We are here every step of the way and we'll do everything we can to keep business ticking over and smiles on your faces!*

## BUILD

- Site ready to receive goods?
- Installation team on site
  - Induction
- Packaging recycling
  - Furniture build
- Accessories fitted
  - Inspection
- Snagging completed

*Still here ;)*

## AFTER SALES

- Follow up communication
- Customer satisfaction survey



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