

OFFICE SPACE PLANNERS

Since 1988

Office Space Planners'
project teams
specialize in:

Commercial
space
planning

Project
management

Move
coordination





Office Space Planners (OSP) provides professional space planning, project management and move coordination services to a broad range of businesses. We specialize in reconfiguring existing office space, planning new office space and coordinating all aspects of a business move. Our client list is extensive and includes a wide variety of corporations and industries.

Office Space Planners creates comfortable and productive working environments throughout the United States.

We have the knowledge and experience to keep your project within budget and on schedule.

When do you need space planning services?

You should consider space planning services when you need to:

- Relocate to a new office space
- Reconfigure existing space to avoid leasing additional or new space
- Design ergonomic workstations
- Create layouts for single workstations or entire departments
- Plan unique storage or equipment areas
- Design office panel systems that optimize office space and aid in traffic flow

Our dedication to service

Since 1988, OSP has been dedicated to:

- Providing attentive and precise space planning services at a competitive price
- Creating detailed drawings using computer-aided design
- Assuring timely and accurate project management
- Anticipating potential problems and quickly developing solutions
- Saving you time and money by handling all the details—eliminating wasted hours for your staff
- Assuring your complete satisfaction

It's all in the details

There are many details to consider when planning an office space. All too often these details are dismissed, resulting in a variety of problems and frustrations, such as:

- Narrow walkways and cramped space caused by incorrect measuring of systems furniture and panels
- Miscalculation of cabling requirements for computers, telephones and fax machines
- Not allowing for odd-shaped rooms or walls, including bump-outs and columns



Call us toll-free: (877) 918-1947.

Commercial Space Planning

Utilizing AutoCAD drawings to provide illustrations that document every aspect of a room or building, OSP can provide space planning indicating:

- Structural walls
- Interior walls
- Furniture layout
- Paneling systems
- Filing systems
- Equipment and phone locations
- Voice and data connections
- Electrical wiring and outlets
- Reflected ceiling
- Occupant ID



Move Coordination

OSP will coordinate your office reconfiguration or relocation, including:

- Information technology and systems
- Office equipment
- Phone systems
- Office contents
- Storage and filing systems
- Office/systems furniture

Project Management

OSP will make sure your new office space meets code requirements and has the proper city or county permits. We coordinate all suppliers and contractors to complete your project in a timely and efficient manner, including:

- Building managers
- Leasing agents
- Building engineers
- Furniture movers
- Carpet installers
- Electricians
- Furniture dealers
- General contractors
- Telecommunication installers
- Construction administration

Interior Design

Office Space Planners brings a unique technique to the table. We integrate ourselves into your team to create the optimal interior design for your project.

- Programming and square footage optimization
- Theme and concept development
- Image & brand identity development
- Color analysis and finish selection
- Project budget development
- Construction details
- Custom furnishings, specification & accessories
- Installation coordination

Serving All 50 States.



Why you should choose Office Space Planners

Our designers work closely with you to help determine your needs, budget and the most effective method of accomplishing your project.

Our project managers have the experience necessary to estimate the cost of your project, set specific goals and deadlines and coordinate the entire process.

We will assist in planning and designing a single office or your entire facility. We will reconfigure existing space or design your new location's interior, managing all or part of your project.

By handling all aspects of an office reconfiguration or move, OSP enables your staff to continue with its regular duties.

"Office Space Planners provided exactly what we were looking for in planning a re-design of our call center. They helped us to clarify our ideas, their service was timely, and their total cost came in under budget."

*Steve Moore, Director of Customer Support
DRB Systems*

"Office Space Planners has provided a superior level of customer service in meeting our design and project management needs and has done so since 1988."

*Joe Weber, Vice President
Corporate Properties, Wells Fargo Bank*

"Office Space Planners was a tremendous help in providing space planning, project management and move coordination services for lucy.com. Their great attention to detail and expertise in space planning saved us time and money on many occasions – neither of which a start up company can afford to waste. Office Space Planners is at the top of my recommendation list."

*Cindy Fontenot, Office Manager
lucy.com, inc*

"Their expertise is exhibited in their estimated costs and the actual cost of the project. They're right on target."

*Dan Haftorson, Superintendent
Property Management, NW Natural*

"Office Space Planners coordinated our move to a new facility. They handled every detail from beginning to end. Their color-coded drawings made the difference."

*Kristie Bacon, Manager
Leasing Office Services, Colonial Pacific*

"As Sentrol's Facilities Manager, I have found OSP's expertise at handling every aspect of our reconfiguration invaluable. OSP worked closely with our department heads, allowing me to optimize my time, both on the project and with the management of the building."

*Jane Russell, Facilities Manager
Sentrol, Inc.*

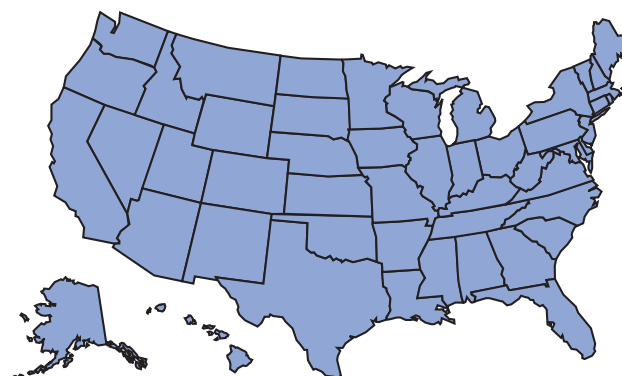
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*Call today to speak with
one of our designers for
a free, no-obligation
consultation.*



*Serving all 50 states
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