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WIN!

Herman Miller Caper Side Chair

You can win a Caper side chair with arms, castors, and the remarkable FLEXNET seat suspension. FLEXNET is a mesh-like material that evenly distributes the sitter's weight and provides enhanced aeration so the user maintains a constant skin temperature. The chairs light weight and small footprint make it ideal as a guest chair, meeting chair, or home office chair.



To enter fill out this form and Fax it back to Business Interiors. Your name will be entered into a draw to be held in December. The winner will be announced in a future issue of this newsletter and on our Web site at www.businessinteriors.ca

FAX to (905)639-0722

Name:

Title:

Company:

Address:

City:

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Would you like to be put on our mailing list: Yes No

Office Furniture Solutions

Furnishings

- Authorized Herman Miller Dealer
- Representing 40+ leading office furniture manufacturers
- Furnishings to suit any work environment

Design Assistance/ Space Planning

- Product and issues consulting
- Complete design resource libraries
- Work station development
- 2D/3D CAD presentation drawings

Specification/ Order Procurement

- Reliable and timely specifications, bid responses and custom orders
- Direct order placement with vendors
- Order tracking/delivery scheduling

Delivery/ Installation

- Courteous, professionally trained delivery and installation staff
- Stocking/warehousing services
- Relocation/reconfiguration services

Post Sale Service

- Product training and orientation
- Reconfiguration, repair, and refurbishment
- Corporate standards programs
- On-going liaison with facility management

Business Interiors Ink

Win a Herman Miller Caper Chair

Published by Business Interiors (Ontario) Inc. Volume 5, Issue 1

THE CASE: AGF Group of Funds

THE PROBLEM:

AGF is one of Canada's premier mutual fund and wealth management companies with offices across Canada and subsidiaries around the world. When AGF started to re-evaluate how they manage their facilities, they went shopping for a new line of furniture that they could standardize on across the country. AGF was looking for attractive, ergonomic furniture that could be suited to a wide variety of different applications and departments. They also wanted their facilities to reflect the dynamic and supportive image of the company and to accommodate growth and change in a fast-paced cost effective manner.

THE SOLUTION:

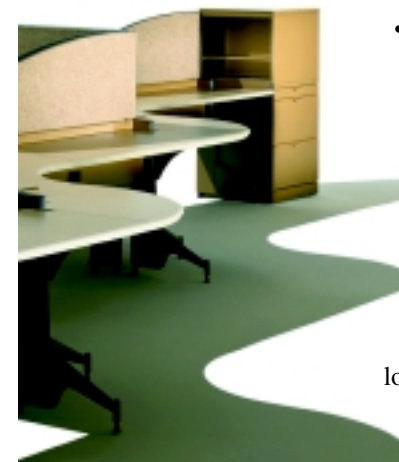
After an extensive search, AGF selected the Passage system from Herman Miller. Passage is a freestanding desking system. Like a desk, each unit is independent, without shared walls or components. So it's easy to install and move. Like a desk, it takes up just the space of its 4 legs on the floor. So it's easy to plan and it saves valuable real estate space. Unlike a typical desk, it has extensive cable management features, a broad range of storage and privacy options, and it can be suited to both open plan workstations and elegantly appointed private offices.

THE RESULTS:

Business Interiors and AGF tackled AGF's Toronto IT department first. The facility had to integrate some pretty heavy technology demands and accommodate team based work. The end result included:

- 100 Passage work stations
- Mobile Passage meeting tables
- Meridian Stackable Storage Cabinets
- Kiva privacy screens
- Arrio tables

The job went off without a hitch and looks great. AGF was so pleased with the result they have installed nearly 400 more Passage work stations in locations across Canada!



Herman Miller Passage Corner links and extended corner worksurfaces connect to create this flowing attractive teamwork area.



This Passage corner desk module with input platform has two independent surfaces so no keyboard tray is needed for comfortable, ergonomic computer work.



Passage height adjustable mobile tables are available with a marker board top option that allows people to write and erase on the table top during meetings.

Office Furniture Buying Tips

1. Tie your furniture purchases to your strategic business plan. Often furniture purchases are reactive, responding to specific requests rather than serving a broader purpose. Reactive purchasing leads to higher costs and less effective use of resources.
2. Define your furniture needs around the attributes of a work setting like needs for privacy, storage, and team space. The key is to purchase furniture that can adapt and be reconfigured as your needs and strategies change.
3. Consider the alternatives to furniture ownership, such as leasing and rental. If you have limited resources, need to keep debt lines free, or are uncertain about future needs these options can help you avoid costly capital outlays.
4. Consider the health and safety of employees during the decision making process. Paying attention to ergonomics when purchasing furniture can help avoid costly liability and down time expenses in the future.
5. Select a dealer who can help you keep costs down while maximizing the effectiveness of your work space. A partner who is familiar with today's work space issues and understands your particular needs, can help you achieve the best results.
6. Do not consider office furniture as a separate entity from other tools an organization uses to achieve its goals. Your facility decisions impact on your people, business processes and information technology. These parts of the system can work together to leverage human capital and affect bottom line costs in an organization.

A New Dimension in Office Design

Herman Miller's Design on Textiles capability gives our clients design possibilities they've never had before in any systems product. Available on the ground breaking *Resolve System*, Design on Textiles lets customers choose and create digitally printed designs for their Resolve boundary screens, rolling screens, flags, and canopies.



Herman Miller Resolve overhead canopy

This capability opens up new dimensions in workplace design and it gives your company a new way to express its image, culture, or identity. Your company can express itself by displaying corporate logos, slogans, and colours throughout the office. Screens or flags could identify departments and help in wayfinding. People, products, and artwork can also be featured. In other words, you can use your furniture to communicate whatever message or image you like.



Herman Miller Resolve Boundary Screen

Portable CAPER CHAIRS Affordable Comfortable High performance seating

The colourful Caper family of high-performance stacking and multitask seating enhances the flexibility of fast-moving work spaces.

Lightweight, compact, and mobile, Herman Miller's new Caper chairs are designed to be easily moved, reconfigured, stacked, and stored to support changing user and space requirements. With their universal and ergonomic design, they accommodate the diversity of people and their work styles in environments where change is frequent. Caper chair seats are also available with FLEXNET, a strong, mesh-like suspension material that enhances aeration, comfort, and weight distribution for long-term sitting.

Unlike other secondary seating, the list of uses is just about endless—multipurpose rooms, auditoriums, lunch and break rooms, training rooms, project spaces, conference rooms, collaborative spaces, meeting areas, workstations, hoteling and campsite spaces, home offices, and more. Caper does it all at an affordable price, and with a dash of fun.



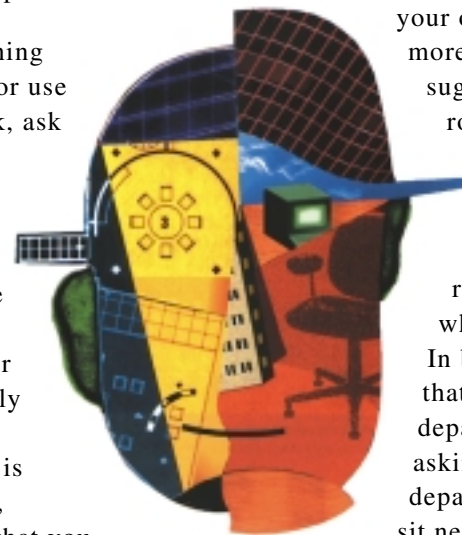
Can't We All Just Get Along *Etiquette in the open office*

The irony of the open office is that it does its job too well—it facilitates communication to such a great extent that those chance meetings and overheard conversations can drive us to distraction. How you handle certain situations will depend on whether your group is friendly and relaxed or reserved and rigid. In general, however, good neighbours use the following techniques:

1. If you can see someone working several workstations away, but aren't sure whether or not she's available, call her on the phone. If her phone is forwarded, she's probably trying to concentrate.
2. When tempted to join an informal meeting, ask yourself: Is this any of my business? Can I make

a meaningful contribution? Would I interrupt this meeting if it were happening in an enclosed office with the door open?

3. When you see something you'd like to look at or use on a co-worker's desk, ask yourself, "Would I borrow this without permission if my co-worker had an enclosed office?" The answer is also dependent on whether or not you have a friendly relationship with the person. If the answer is yes to both questions, remember to return what you borrow.



4. Don't cut through offices. Use the corridor or established aisles.
5. If someone has been standing in your office talking to you for more than a few minutes, suggest moving to a meeting room or the cafeteria.
6. Don't use anything that might be disruptive (e.g., a speaker phone or radio) without asking others whether it will bother them. In buildings that are so open that sound travels between departments, this may mean asking people outside of your department as well as those you sit next to.

7. Remember that others can hear your phone conversations. Be considerate and keep your voice down.
8. Don't call out to co-workers who are several workstations away. Instead, walk to the person's office if you want to speak to him.
9. A simple way of fostering cooperation is to get to know those around you. If I understand what you do and who you are, I am much more willing to try to accommodate you than if you are simply a faceless body on the other side of a panel who is bent on interfering with my privacy.

Did You Know?

You can view images and overviews of more than 120 of our best selling products on our Web Site. For help planning your next office visit us at:

www.businessinteriors.ca