

Office Set Up

By Chuck And Sue DeFiore

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OK, you say, I've decided to start my business. I have my idea, my identity package, my licensing and zoning done. Now I need to set up my office.

Your first step is to decide whether to convert a room into an office or a space/area in your home to office space.

If your space is limited you might want to get the type of desk that looks like an armoire so you can close it up at the end of the day. Or use a folding table that can be put away at the end of the business day. Or you can set up a mini-office in the corner of a room and put up a screen to hide this area at the end of the work day.

In addition, depending on the type of business you are running, you need to think of files you will need and how you will house those files. For some businesses a small letter file will suffice, which you can cover with a table cloth at the end of the day or you could use an end table with space for files, or you can purchase crates for files and stack those in a corner or closet.

Most businesses today need a computer, along with a printer, fax, and/or scanner. Again, if you use the armoire type of desk they use have space for most of this equipment, and you can close it at the end of the day.

For those of you that devote a separate room to your office, you have a lot more latitude in the design of your office. However, size of your office will come into play. To utilize the space to the best advantage, choose your desk and the placing of equipment based on your office size. This means measure items before purchasing them. Do a mock set up. While this might take a little more time initially, it will pay off in the long run.

The basics for most offices are phone, fax, computer and printer, and file cabinets. The file cabinet can also be used for miscellaneous supplies if you are tight on space.

We all have a picture in our minds of the ideal office. Unfortunately, we have to work within certain parameters. It can be done. You just need a little ingenuity sometimes.

Since there are so many differences between individuals and what they have to work with it is very difficult to be very specific in what to purchase. We would suggest being sure to get the basics: phone, fax, computer, printer and file cabinet, and work from there. Obviously, if you can devote a whole room to an office it will be a lot easier than if your space is limited.

The aforementioned should get you started on the set up of your home office. If you need help, contact us.

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