

## Furniture and equipment checklist

When selecting the furniture and equipment for your home office, consider:

- what is comfortable for your clients,
- the image you want to project,
- your personal preferences, and
- the extent of your budget.

Whether you work **AT** or **FROM** home, will influence what you do.

Your office space needs to support the activities of your business.

The following list will assist you with identifying your needs:

- Computer(s)
  - hard drive,
  - monitor, keyboard,
  - printer(s), modem,
  - scanner, and zip drive
- Fax machine
- Telephone(s)
- Mobile phone(s)
- Desk or similar height table
- Workbench
- Chair (s)
- Filing cabinet
- Shelves
- Cupboards
- Storage boxes

Worthwhile extras:

- Sofa and coffee table
- Large whiteboard
- Heating/cooling
- Special lighting
- Other items \_\_\_\_\_