TO:

FROM:

DATE:

SUBJECT:

Memorandum

I am writing to inform you about our company, “Smart Solution,” has acquired space, and the company can accommodate more than twenty employees in the future.

As our company is growing, and acquiring space to increase the number of workforce in the future, so it needs some office design trends. Few unique, and attractive trends for office can be found on the website of (Hedrich), one of the most unique design is, Red Bull office design. The interior designing reflects the environment, and personality of the company and every material is placed appropriately. The material can be accessed and used very easily, and this design is not very costly, which means that it is affordable for the company. Unique design will be suitable for Smart Solutions, because the environments are same, both have the same number of capacities for the employees, and has a similar design of the buildings.

Our company aims to provide a safe and transparent environment for the employees, so the new office design is intended to be open, and safe for the employees and culture of the company. There is enough space in the company, so, it would be better for Smart Solutions to provide open office space for the workforce in the company. The workforce would be able to interact with each other, and they can also be monitored to ensure efficiency and efficacy.

The following furniture has to be purchased by the company according to the office design scheme.

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|  |  |  |  |
| --- | --- | --- | --- |
| S.no | Item name | Number of items | Expected amount |
|  | L-shaped desks | 16 | $90 x 16 |
|  | Regular desks | 4 | $35 x 4 |
|  | Round table and chairs (12) | 1 | $37 x 1 |
|  | Wall cabinets | 3 | $130 x 3 |
|  | File cabinets | 10 | $40 x 10 |
|  | Bookcases | 5 | $15 x 5 |

The selected items are unique in designs and can be placed in the company easily because they do not occupy that much space. These products are cheaper than the other products available in the market and they are comfortable. These items will be purchased form an online store and that is (*Office Supplies Products Price, 2019 Office Supplies Products Price Manufacturers & Suppliers | Made-in-China.Com*), and this service can compensate us on our bulk orders.

These priorities can be observed for further proceedings of the company.

Sincerely

Works Cited

Hedrich, Maren. “Top 5 Office Design Trends Boosting Productivity.” *Proxyclick*, https://www.proxyclick.com/blog/office-design-trends-productivity-happiness. Accessed 11 Nov. 2019.

*Office Supplies Products Price, 2019 Office Supplies Products Price Manufacturers & Suppliers | Made-in-China.Com*. https://www.made-in-china.com/products-search/hot-china-products/Office\_Supplies\_Products\_Price.html. Accessed 11 Nov. 2019.