

CLIENT SERVICE. PERIOD.

DEDICATED. PERSONAL. CLIENT SERVICE.



WE DON'T SELL FURNITURE.
WE SELL **SERVICE.**



3 STEP APPROACH

Our goal at Lane Office is to provide a seamless process that minimizes errors and omissions during the planning and implementation of new furniture acquisitions. By defining three separate stages of a project cycle, we can assure the most qualified resources are available at each step.

Pre-order Services

- Determining project scope and time line
- Product solutions to design criteria
- Developing a budget
- Contacting manufacturers to establish pricing
- Developing finishes and fabric selections
- Developing time line

Order Management

- Review acknowledgments for accuracy
- Regularly track manufacturing
- Ensure on-time performance
- Manage changes
- Coordinate associated trades
- Schedule building services
- Establish manpower requirements

Post Order Services

- Status reports
- Managing time line
- Job meetings
- Walk through
- Punch list completion
- Sign off and evaluation of project outcome
- Transition from day to day

HISTORY

Founded in 1922 by Charles Lane
 Currently Owned and managed by Mr. Gregory F. Burke
 Located at 205 Lexington Avenue in New York, NY
 Team-based approach to projects ensures 100% customer satisfaction
 New York City's preeminent **Knoll** dealer
 New York City's exclusive **DIRTT** distributor
 One of New York's largest distributors by volume
 Well poised in the market to service local, national and international needs
 Company philosophy values personal client service



3 STEP APPROACH

3 Form	Boiling	Cumberland Furniture	GF Office Furniture	Intella Space	Malik	Patrician	Co.
ABCO Office Furniture	Brayton International	Dakota Jackson	Gianni	Inwood Office Furniture	Martin Bratrud	Penco Products	Stylex
Accord Business Furniture	Bretford	Darren	Gilbert International	Ironbound Metal Products	Martini's Design	Peter Pepper Products	Superior Furniture
Aceray	Bright Chair	Datesweiser	Glaro	ISE	Marvel	Poltrona Frau	Surface
Adden	Brueton Bonaventure	Dauphin	Global	J&J Furniture & Fixtures	Mazon	Pragma	Tayco
AGI Industries	Bulo Office Furniture	David Edward	Gordon International	Jasper Desk Co	Mayline Group	Rexite	Taylor
AIS	Butler	Davis	Great Openings	JoFco	Maywood	Riviera	Thayer Coggin
Akin	Cabot Wrenn	Design America	Gregson	Johnson Tables	Meridian	RJones	Thonet
Alis	Cadsana	Design Options	Guild Hall	Keilhauer	Metro Midmark	Rosemount Office Systems	Thrasher Group
Allcraft	CAF Contract Seating	Design Tex	Guilford of Maine	KI	Mohawk	Saporo	Tiffany Industries
Allermuir	Campbell Contract	DIRT	Gunlock	Kittinger Co.	Montisa	Samsonite	Tracey
All Seating	Cano	Distinction Leather	HAG	Knoll	Moroso	Sandler Seating	Transwall
Amcase	Cape	Donghia	Halcon	Kron	Muller	Saporiti Italia	Troy
American Leather	Carolina	Dowcraft Corp.	Hale	Krug Furniture	Natalex	Sauder	Tuohy
American Seating	Cartwright	DRG	Hamilton	Kwik FileLacrosse Group	National Office Furniture	Schwab Corp.	Unifor
Arc I Com	Cassina	Dualoy	Harden Contract	La-Z-Boy Contract	Nemschoff	School Outfitters	United Chair
Arcadia	CBA	Eck Adams	Harpers	Leathercraft	Neutral Posture	ScopeFurniture	Valo
Architex	CNN International	Edelman	Harter	Leland	Ergonomics	Shelby Williams	Versteel
Arconas	CFStinson	Eldon	Houser	Len Tex	Nevers Industries	Shoto Corporation	Via
Arnold Furniture	Chief Chromcraft Furniture	Encore	HBF	Light Corp.	Nevins	Sit-On-It Seating	Vitra
Art Design International	Colecraft Commercial	Epic	Hickory Chair	Liz Jordan-Hill	Nienkamper	Sligh Furniture Co,	V/S
Atropex	Council Companies	Erg International	High Point Furniture	LUI Corporation	Nightingale	Smith & Watson	Wall Goldfinger
Avenue		Euro Chair	Highmark	Luna	Norsons	Source International	Watson Desking
B&B Italia		Facon	Hon	Lunstead	Nova	Southwood Furniture	Westin-Nielson
Baker		FireKing	Howe Furniture Corp.	Lyon Metal Products	Nucraft	Spec	Whitehall
Baldwin		First Office	ICF	Magnuson Group	Nvision	Spinneybeck	Woodlore
Beachley		Fixtures Furniture	In2design	Maharam	Office Specialty	Springer Penguin	Woodtronics
Berco		Flex-Y-Plan	Index Designs		OSI	St. Timothy Chair	Worden
Bernhardt I Desgin		Fraser Contract	Indiana Furniture		O'Sullivan		Workrite
		Garrett	Inno		Paoli		Worstream
		Geiger International					Zographos
							Zoom Seating



SCOPE OF SERVICES

NEW FURNITURE MANAGEMENT

- On time and on budget project completion.
- Budgeting, scheduling and reporting
- Subcontractor coordination
- Warehousing and transportation
- Sourcing (new, used, existing)
- Specifications and bill of materials
- Space planning, CAD
- Installation and reconfiguration
- Expense approval and control

FURNITURE ASSET AND INVENTORY MANAGEMENT

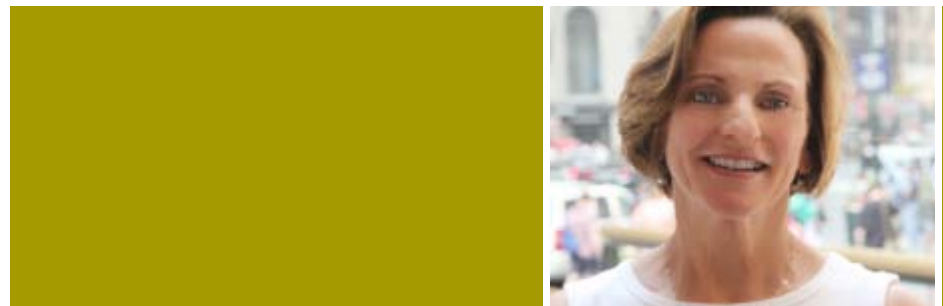
- Strategic planning, standards migration
- Inventory survey (identification, counting, valuing)
- CAD Specification and alternative solutions
- Redeployment, reuse, reallocation
- Rehabilitation (refinishing, restoration, repainting)
- Disposal and brokerage
- Expense control, tracking, and reporting

RELOCATION MANAGEMENT

- Installation and reconfiguration
- Move management



GREGORY F. BURKE joined Lane Office in 1982 as a member of the sales team. He was named **PRESIDENT AND PRINCIPAL OWNER** in 1995 and grew the business from \$5 million in annual sales to \$50 million. In his 30 years at Lane Office, Greg has handled projects for Condé Nast Publications, Interpublic Group and Thacher Proffitt and Wood, among many others. His devotion to client satisfaction is demonstrated by his tireless commitment to being an advocate for his clients. It's not uncommon to find him at job sites on nights and weekends, looking out for his clients' interests. Mr. Burke graduated from St. John's University and currently lives in Garden City, New York with his wife, Christine, and sons, Charlie and Brian.



AVERY WASOLECK has been with Lane Office for over 30 years. She began her career in Accounts Receivable and is now responsible for the day to day inside management of the business. As **TREASURER**, Her role includes financial planning and procurement. She develops policies and procedures for account collections and credit to customers. Her depth of experiences provides Lane Office with a long term perspective and her familiarity with all aspects of the business makes her a resource for all employees.



CORINNE COURTNEY joined Lane Office in 1992. In her role as **SENIOR PROJECT MANAGER** she manages all project details and serves as the client's main point of contact. She has a tremendous record of executing projects on time and within budget and is consistently praised by clients for her focused, accurate, cooperative and problem solving approach to the projects she manages. As a LEED Accredited Professional she also brings a thorough understanding of sustainable design to each of her projects. Her most recent projects include Allianz, NFL, and Reader's Digest.



RICHARD MILLER has been a member of the Lane Office team as a **PROJECT MANAGER** for nine years. He received a Bachelor of Architecture from New York Institute of Technology. Prior to his present role, he worked as an architect for five years. Rich utilizes his keen understanding of technology and architecture to develop successful solutions for the clients he works with. He has completed projects for Lufthansa, the Natural Resource Defense Council, and Allianz, among many others.



LYNÉE HASTINGS joined Lane Office in 2011 to bring her passion for new business development, strategic partnerships and client relations into the design realm. With a background in communication and art studio, her position of **BUSINESS DEVELOPMENT AND CLIENT RELATIONS** at Lane is the perfect marriage of what she does best. Prior to Lane Office, she honed her business development and communications savvy by aggressively seeking new business for CBS Radio. Lynée is a graduate of Coastal Carolina University in South Carolina.



ERIKA BOSTON joined Lane Office in 2011 and has enjoyed becoming part of the team. As a **CAD SPECIALIST** for furniture, she works in a team to create strong visual representations for prospective clients, while continuously seeking opportunities to learn. She graduated with a BFA in Interior Design from Syracuse University and recently became a LEED Green Associate.



“Doing It Right This Time’ refers to creating responsive, sustainable and unique workspaces through DIRT’s Agile Architectural Solutions.

DIRTT allows for complete self-expression and individual function providing a productive, long-term, flexible asset. DIRT Walls are pre-engineered, pre-manufactured and support new and legacy furniture and storage. They virtually eliminate construction waste and any future renovation waste - no demolition, dumping, procuring, or rebuilding. The results are meaningful for the environment and your bottom line. DIRT received the Excellence in Partnership Award for Industry Green Contractor from the U. S. Coalition for Government Procurement and GSA members, and earned Interior Design Magazine’s Best of Year Award in the Architectural Products category in 2006.



BROOKLYN COLLEGE

PRODUCT DETAILS

- ANODIZED CURVILINEAR UNITIZED EXTRUSIONS WITH PHAT STYLE BARN DOORS
- CLEAR TEMPERED GLASS WITH FIELD APPLIED CUSTOM FILM



PHARMACEUTICAL CLIENT

PRODUCT DETAILS

- ANODIZED EVIL TWIN UNITIZED EXTRUSIONS WITH FRAMELESS BARN DOORS
- CLEAR TEMPERED GLASS WITH FILM AND ANIGRE /LAMINATE PANELS



JNK

PRODUCT DETAILS

- ANODIZED CURVILINEAR UNITIZED EXTRUSIONS WITH GOLDIE STYLE BARN DOORS
- CLEAR TEMPERED GLASS



NORD/LB

PRODUCT DETAILS

- ANODIZED RECTILINEAR STICK BUILT EXTRUSIONS WITH GOLDIE STYLE BARN & PIVOT DOORS.
- CLEAR TEMPERED GLASS



Knoll

“Create form out of the nature of our tasks with the methods of our time.”

—Ludwig Mies van der Rohe

KNOLL IS RECOGNIZED INTERNATIONALLY FOR **CREATING** workplace furnishings that inspire, evolve and endure. Our commitment to innovation and modern design has yielded a comprehensive portfolio of office systems, seating, files and storage, tables and desks, wood casegoods, textiles and accessories.



ALLIANZ

PRODUCT DETAILS

- AUTOSTRADA WORKSTATIONS AND PRIVATE OFFICES
- KNOLL STUDIO PROPELLOR CONFERENCE TABLES
- CALIBRE LATERAL FILES
- GENERATION SEATING



BROOKLYN COLLEGE

PRODUCT DETAILS

- KNOLL STATIONS AND FILES
- DIVIDENDS WORKSTATIONS



GOTHAM

PRODUCT DETAILS

- ANTENNA OPEN PLAN
- SHARED STORAGE
- ANTENNA CONFERENCE TABLE

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