How to optimise the layout of your reception area?

Your company’s showcase, the reception area is the first and last image your visitors will remember. This area should therefore reflect your company image. Whether traditional, modern, contemporary, friendly or warm, you must represent faithfully the atmosphere you want to convey through your reception area.

A cold and dismal reception area could indeed convey a bad impression of your company. Did you know that it takes just 30 seconds to give a good impression and that 13/20 is the average mark given by customers to the reception they get in a company? Whether you are a medium, large or very large enterprise, it is therefore essential to lay out your reception area carefully.

Before starting to reorganise your reception area, you must ask yourself the right questions in order to achieve the best result.

What image do you want to give to your company? How much space do you have? How do you want to distribute the space between the reception counter and the waiting area? Are there any peak hours? Will your visitors be sitting down or will they be standing up?

1. Clearly define the space for each function

To respect each person’s individual requirements, you must allow sufficient space for each function or activity present in your reception area. For example, you must leave sufficient space for your visitors or employees to move around freely, set up a
waiting area with chairs and sofas to ensure your visitors are comfortable, install a reception counter to welcome all your visitors, etc.

Depending on your company and your activities, you must consider various solutions to produce the layout best matching your requirements.

2. Choose your reception counter

2.1 I want a reception counter with a clearly defined style.

Rivage, a contemporary reception counter:

Chic, modern and stylish, our Rivage reception counter will bring your reception area that imposing look which will immediately give your visitors a good impression. With its geometric lines and illuminated facade, Rivage will brighten up your reception area.

This elegant reception counter is also functional, offering its users a pleasant and spacious working area.

Highly aesthetic with its built-in LEDs and two-tone finish, it also has a very small footprint. I discover Rivage ▶️
If you are looking for functionality, choose Bienvenue:

Consisting of different modules, the Bienvenue reception counter extends a warm welcome to all your visitors. Its well thought-out design and graceful curves blend perfectly into your working environment. The combination of low and high counters adapts perfectly to the various requirements of your visitors, in particular allowing DDA access. You can create numerous configurations with its 90° corner modules.

With its curved lines, this modular range blends easily into your working environment. [I discover Bienvenue](#)

Both work station and reception counter, Fifty-Fifty and Reverso offer a low work surface to welcome DDA wheelchair users and a high work surface to preserve the privacy of your employees.

Their contemporary architectures and styles will bring a touch of class to your reception area. Whether with a single or multiple counter, choose the reception counter which will faithfully reflect your company image. Offering a spacious work top and associated storage units, it can also be used as a main work station.
2.2 I need a reception counter with a small footprint.

Adopt Fifty-Fifty if you are looking for a reception counter that takes up minimum space and provides access for wheelchair users.

The compact Rivage reception counter offers reduced footprint.
2.3 I need a modular reception counter

Reverso offers numerous configurations

Bienvenue allows infinite combinations with its corner module

2.4 I need a DDA compliant counter.

Since January 2015, the law on disabled persons has changed and establishments open to the public must now comply with the standards relating to the reception of persons of reduced mobility.

- Height: it must be between 0.70 and 0.80 cm to allow visual communication while allowing users to remain seated.
- Width: users must be able to read, write and even use a keyboard, imposing a minimum width of 60 cm.
- Depth: users must also have easy access to the counter and be able to position the wheelchair underneath the worktop without hindrance. The standard therefore stipulates a depth of at least 30 cm.

Offering DDA access, our Bienvenue range proposes various modules to be configured and installed as required.
Due to its unique configuration, Fifty-Fifty welcomes all wheelchair users with a single or well-coordinated counter.

With its high and low modules, Reverso welcomes all your visitors. Its spacious worktop offers persons of reduced mobility all the space they need.

2.5 I want to be able to customise it.

Our Reverso, Bienvenue, Rivage and Fifty-Fifty ranges can be upgraded with all the accessories you need. For example, you can add a briefcase holder to your Reverso counter, prefer a one-tone finish version for Fifty-Fifty or add LEDs inside and outside Rivage. With Buronomic, you can easily design and create your reception counter.
2.6 My reception counter must also double up as work space.

To make the right choice, you must ask the right questions: How people will work at this reception counter? Do you need storage units? How can you organise your cable management aesthetically?

Whether you choose Reverso, Bienvenue, Rivage or Fifty-Fifty, all our reception counters can also act as work space. They can easily be equipped with fixed or mobile storage units and comfortable chairs.

The Rivage technical unit allows optimum cable management.

You can add a cable channel, flat screen arm, keyboard pull-out shelf, pedestals and operator chairs to your reception counter to convert it into a true functional and ergonomic work station.

Comfort pedestal with 3 drawers  Keyboard pull-out shelf  Harmonie operator chair
3. Create a comfortable waiting area

To welcome all your visitors under the best possible conditions, it is important to create a pleasant waiting area. To help you create a modern and comfortable area, Buronomic proposes Grâce, Entente, Pratique and Aisance, our ranges of visitor chairs, armchairs and sofas.

Aisance will offer your waiting area a friendly atmosphere. Welcome your visitors under optimum conditions with this cosy and comfortable sofa. Available in numerous finishes, it will blend aesthetically and harmoniously into your environment.

I discover Aisance ►

Your visitors can relax in our Grâce, Entente and Pratique visitor chairs as they wait a few moments. With their comfortable seats and contemporary style, they give your company a modern look. Sturdy, they are designed for daily use.

I discover Grâce, Entente and Pratique ►
4. Do not forget the accessories

Although optional, accessories are nevertheless essential to enhance your reception area. The reception area could look dull, when all it needs is a source of light to create a completely different atmosphere.

Green plants will inject your new area with life and joy. Do not hesitate to combine styles and colours to produce a more personal and authentic environment.

Coloured accessories can also give this often neglected area style and character. Consequently, do not forget paintings, carpets and prints to give the final touch.

Lastly, to showcase your company, its values and its history, why not add items representing it in your reception area, such as films, press articles and photographs?