

Executive Desks

1

Confirm File Drawer Orientation Before Ordering

File drawers are letter-size or legal-size — and not all are interchangeable. Confirm whether your hanging files are letter (8.5" x 11") or legal (8.5" x 14") before ordering. Buying the wrong size means the drawer won't be usable as intended.

2

Buy All Matching Pieces at Once

Furniture lines get discontinued or updated. If you want a credenza or hutch to match your executive desk, buy them together. Matching a piece two years later is frustrating and often impossible.

3

Position the Desk to Face the Door

The traditional executive layout positions the desk so the executive faces the door when seated. This creates a clear sight line for visitors entering and gives the executive psychological command of the space.

4

Sample the Finish Before Committing

Wood finishes vary significantly between product photos and reality. If you're ordering for an important installation, request a physical sample or swatch card. This prevents costly mismatches with existing furniture.

5

Allow 48" Behind the Chair

Executive offices often have side chairs or a conversation seating area. The executive chair itself needs 36" of clearance to move. For a comfortable executive setup, plan 48" minimum from chair back to the nearest wall or furniture.

6

Check Drawer Lock Quality

If you need to lock documents, test the lock mechanism before accepting delivery. Cheap cam locks can be bypassed easily. Better desks use keyed locks that secure the full pedestal with a single key — ask specifically about the lock specification.

7

Veneer Needs Desk Pads and Coasters

Wood veneer surfaces are more vulnerable to water rings, heat from laptops, and abrasive contact than commercial laminate. Use a desk pad on the primary work area and coasters for any beverages. This adds years to the surface life.

8

Add a Monitor Arm to Free Up Surface Space

Even a large executive desk loses significant surface area to monitor bases. A monitor arm clears that space, raises the screen to the right eye level, and makes the desk look cleaner and more organized.

9

Consider a Full-Width Center Drawer

Not all executive desks include a center utility drawer. If you work with physical documents or keep frequently accessed items at your desk, confirm that a center drawer is included. Some modern desks omit it for a cleaner look — know which you need.

10

The Right Executive Chair Matters as Much as the Desk

An executive desk without an executive chair looks unfinished. They don't need to match exactly, but the chair height, arm style, and overall visual weight should coordinate. Budget for both when planning the executive office.