

Celebrate a client's office opening with a flower arrangement that suits the space and arrives at a useful time. Confirm delivery details, choose a practical design, and include a brief note of congratulations.

Choose flowers for the space

Start with the office rather than the occasion alone. A low arrangement can sit on a reception desk without blocking conversation, while a taller design may suit a spacious lobby. If you have not seen the office, choose a moderate size that is easy to move.

Ask your contact about any preferences or restrictions before selecting flowers. Some workplaces avoid strongly scented blooms, and an arrangement with little fragrance is a considerate choice for a shared room. A contained design in a stable vase is also easier for staff to place than a loose bouquet that needs immediate attention.

Keep the color palette appropriate to the client and the setting. Soft whites and greens can look understated, while brighter flowers can bring color to a lively reception area. If you know the client's favorite colors, use them as a starting point rather than guessing at a company theme.

Plan delivery around the opening

Check the office address, recipient's name, and any building instructions before placing the order. New offices may have more than one entrance, and deliveries can be difficult to direct before reception staff are settled. Include a contact number if the recipient agrees.

Ask when someone will be available to receive the flowers. Delivery before an opening event gives staff time to place the arrangement, but an earlier arrival is useful only if the office is open and occupied. If the client is busy

on opening day, arrange delivery for a quieter day afterward.

- Confirm the delivery date and a suitable arrival window.
- Check the floor, suite number, and reception location.
- Find out if the building has rules for deliveries.
- Make sure the arrangement can be carried through the entrance.

Write a thoughtful card

A short message makes the gift personal without taking attention away from the occasion. Name the opening and offer a straightforward wish for the client's new space. For example: **Congratulations on your new office. Wishing your team every success in the space.**

Sign with your name and, if appropriate, your team or organization. If several people are sending the flowers together, agree on the wording and signature in advance. Avoid making the note a sales message; its purpose is to recognize the client's milestone.

Questions about office opening flowers

Should flowers arrive on opening day?

They can, provided someone is available to receive them. A delivery shortly afterward is also appropriate if opening day is crowded.

Are flowers suitable for a small office?

Yes. Choose a compact arrangement that fits on a desk or shelf without getting in the way.

What if the client has flower sensitivities?

Ask about restrictions before ordering. If flowers are not suitable, consider a different gift agreed with your contact.

Should the arrangement include a vase?

A vase or other stable container is practical because the recipient will not need to find one during a busy move.

See also: fixes for wilting cut flowers