



## COVID-19 Update - March 23, 2020

### Frequently Asked Questions

#### **1. How do I get information on a recent furniture order? Who do I call for order status?**

Our project coordination team is working from home and can answer questions about recent furniture orders and order status. Please email [info@bluespaceinteriors.com](mailto:info@bluespaceinteriors.com) with any questions about order status. Please note that in some cases the supply chain for non-essential business has been disrupted. Given our temporary, and partial work reduction, we will prioritize “essential services” but will respond to every request. Please be patient as we all work together to adjust to these difficult times.

#### **2. Who do I call if I have a pending installation? Who do I call if I need to postpone my installation?**

See above. Please email [info@bluespaceinteriors.com](mailto:info@bluespaceinteriors.com) to make adjustments to any scheduled project installations.

#### **3. Will my Punch Lists be completed in a timely manner? And who do I contact?**

Unfortunately, most non-essential punch list items will be delayed due to the mandated “Safer at Home” order from the state of CA. We all share the same hope of resuming normal operations as soon as possible.

#### **4. If I require “Home Office Set Up” do you have services to help?**

We will be putting packages together to support the critical need for work from home solutions. Overnight, our economy is needing to adjust to remote work to sustain business operations. If you are requiring home office solutions, please complete the form at: <https://bluespaceinteriors.com/homeoffice>

#### **5. Who do I call for Invoice Questions?**

All invoicing questions can be sent to [info@bluespaceinteriors.com](mailto:info@bluespaceinteriors.com).

#### **6. How do I place a new furniture order?**

Please fill out our form to start the process at <https://bluespaceinteriors.com/order>

#### **7. Can I come in to see the showroom?**

In response to the evolving developments concerning COVID-19, we have made the decision to temporarily close our showrooms to the public beginning March 20, 2020. Although we are unable to collaborate in person, we are able to respond to your needs through email and phone. Please fill out our form to start the process at <https://bluespaceinteriors.com/order>