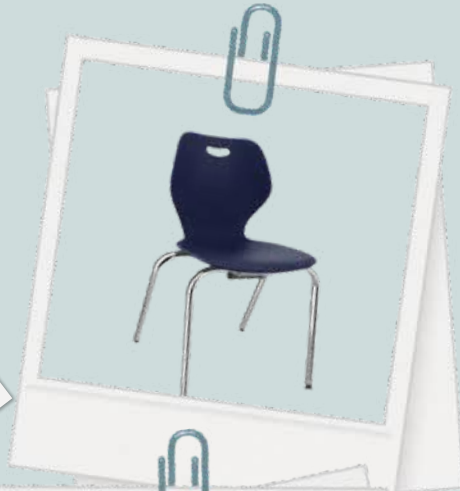
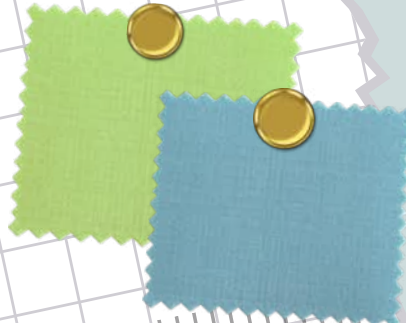


DESIGN SERVICES GUIDE

CPS, YOUR PARTNER IN PROJECT PLANNING FOR NEW CONSTRUCTION & RENOVATION

- CLASSROOMS
- STEAM
- CAFETERIA
- LOUNGE
- LIBRARY
- CHURCH MEETING SPACES
- & MORE!



WHERE VISION MEETS VALUE



CPS AT YOUR SERVICE.

We research for you.

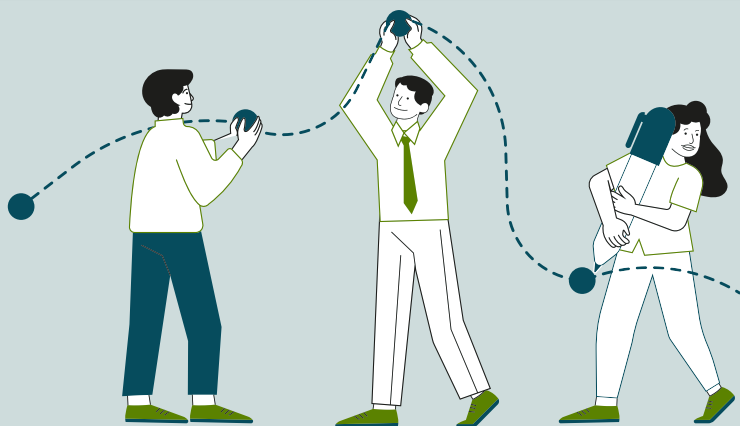
No time to seek out furniture solutions? We do the legwork for you, selecting innovative options from our wide supplier contracts, offering choices to fit your goals and budget.

We customize for you.

Looking for design assistance or bespoke branded products? We leverage our partners' deep design capabilities to curate creative, branded learning spaces.

We manage the process for you.

Embarking on a major capital construction project? We work seamlessly with your architect and contractor from design renderings, to samples, to installation.



WE Work for YOU!

100% 
OF SURVEY RESPONDENTS WERE “**EXTREMELY SATISFIED**” WITH THE **QUALITY OF PRODUCTS OFFERED!**

95% 
OF RESPONDENTS WERE “**EXTREMELY SATISFIED**” WITH THEIR **CUSTOMER SERVICE EXPERIENCE!**

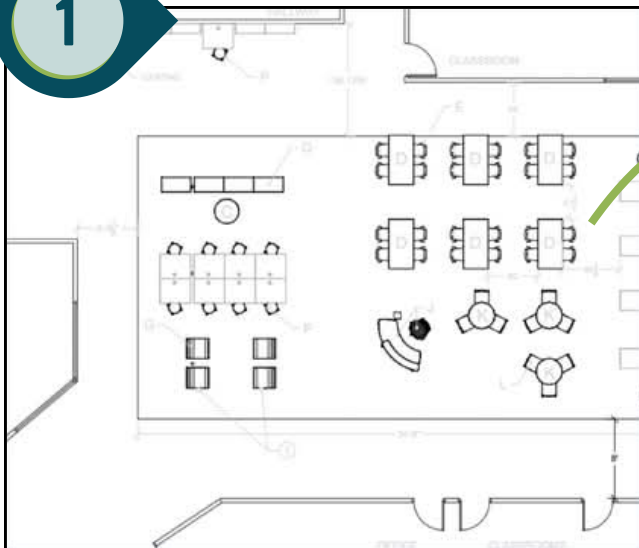
70% 
OF RESPONDENTS SAID “**PRICE WAS THE #1 FACTOR IN PURCHASING FROM CPS.**”

(Source: Internal post-purchase survey, January 2024)

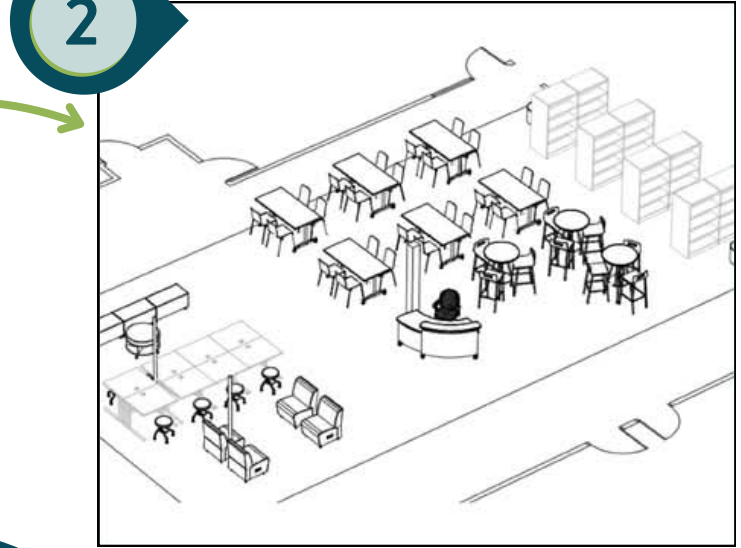
Leveraging the expertise of our manufacturers, Catholic Purchasing Services (CPS) offers **tailored design services** to help create **functional, aesthetically pleasing, and mission-aligned** spaces. From space planning and furniture selection, to custom design solutions, these services ensure that your church, school, or institution receives high-quality, durable furnishings **tailored to your needs.**

LIBRARY/MEDIA ROOM

From concept to creation! Our suppliers like **KI, MooreCo, MediaTechnologies, Artcobell, Smith System**, and many **more** have all that you need to turn your visions into reality. Whether you are choosing from classic to contemporary styles, or choosing the layout of your library/media space, the CPS team is here to help you every step of the way!



2D Drawing



3D Rendering



Product Finishes/Details



Completed Space!

Serving up some inspo on the CPS Renovation Hub!

Visit our supplier pages to view catalogs, videos, and cool tools that allow you to better envision and plan your new space.



LIBRARY/MEDIA ROOM



TURNING THE PAGE FROM

VISION TO REALITY

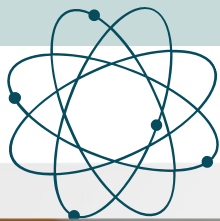
Check out
all of
our
suppliers!



Want to see how a project comes to life?
Read a KI & CPS **Media Center Case Study**
at **Bishop Fenwick High School!**

[READ MORE](#)

STEAM



Creating an engaging and functional STEAM classroom starts with the right furniture designed for collaboration, flexibility, and hands-on learning. Suppliers like **Mien, KI, CEF Furniture, and Diversified Spaces** offer a multitude of innovative solutions. Discover high-quality, adaptable pieces that support creativity, problem-solving, and teamwork in educational environments. Using our partners' expertly crafted design services, Catholic schools can create dynamic STEAM spaces that help **inspire** students.

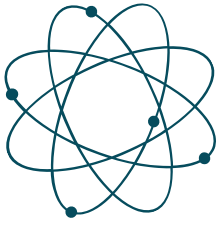


Serving up some inspo on the CPS Renovation Hub!

Visit our supplier pages to view catalogs, videos, and cool tools that allow you to better envision and plan your new space.



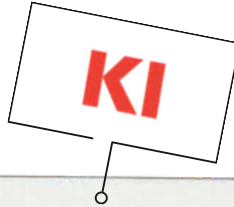
STEAM



What Can CPS Do For You?

Take an in-depth look at how CPS helped transform a STEAM space with smart furniture solutions.

See some of what we can do, and then put us to work for you!



**EAST BOSTON CENTRAL
CATHOLIC SCHOOL, EAST
BOSTON, MA**



After clearing out an old storage space, Principal Robert Casaletto realized that this old, dusty room had HUGE potential to be transformed into a new **STEAM** classroom. Not only was it bigger than their existing science room, but it had beautiful windows and plenty of space to accommodate elementary and middle school classes. Working with **KI** as the design lead, and using EBCCS' inspirational vision, Catholic Purchasing helped make a dream into reality. Featuring **KI Ruckus Desks** with Limelite Task Chairs, **Ruckus Storage**, and an **All Terrain Mobile Instructors Desk**, the space is both adaptable and dynamic. Students, teachers, and parents are thrilled with the new space!

TURNING THE PAGE FROM

VISION TO REALITY

Planning any STEAM room can be complex. The **earlier** you start, the better! Allow a minimum of **16 weeks** for services like **casework, dimensions, connectors, or even a custom build!**

CLASSROOM



2D Rendering



3D Rendering



Final Design!



Serving up some inspo on the CPS Renovation Hub!

Visit our supplier pages to view catalogs, videos, and cool tools that allow you to better envision and plan your new space.



CLASSROOM

Simple classroom remodels are easy to start from a simple **rendering**, a conversation with our experienced **customer service representatives**, or even just a **SPARK** of an idea that our suppliers can bring to **LIFE!**



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LEARN MORE



LEARN MORE

CLASSROOM



LEARN MORE

artcobell

LEARN MORE



TURNING THE PAGE FROM

VISION TO REALITY

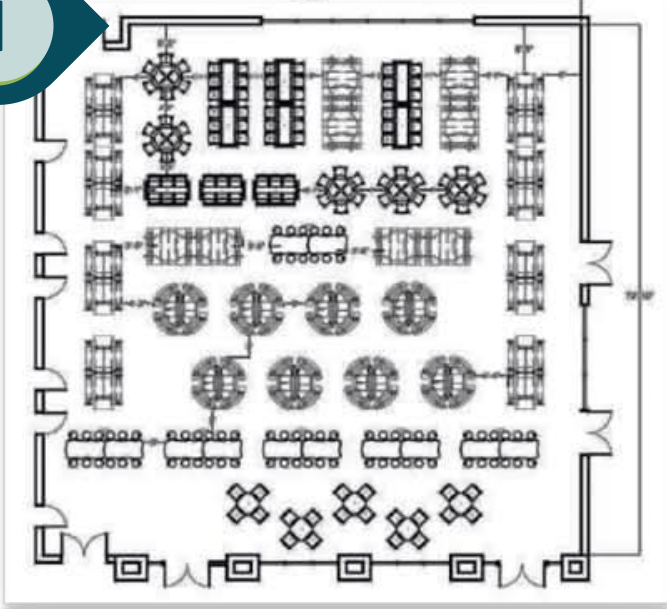
Serving up some inspo on the CPS Renovation Hub!

Visit our supplier pages to view catalogs, videos, and cool tools that allow you to better envision and plan your new space.



CAFETERIA

1



2D Drawing

2



3D Rendering

3



Final Design!

National
Public
Seating



CAFETERIA



LEARN MORE



National
Public
Seating



LEARN MORE



palmer HAMILTON

LEARN MORE

CAFETERIA

Take a step away from traditional styles and explore some **modern and unique** café styles for your cafeteria space. Take a look at this before and after from one of our valuable suppliers, Virco.



Before:



After:



CAFETERIA

Give your students the **upgraded** cafeteria environment they are craving! We can work with you to define your project and offer solutions that fit your vision and budget. If you're looking to ditch your traditional mobile tables for more flexible dining options, you're in the right place.



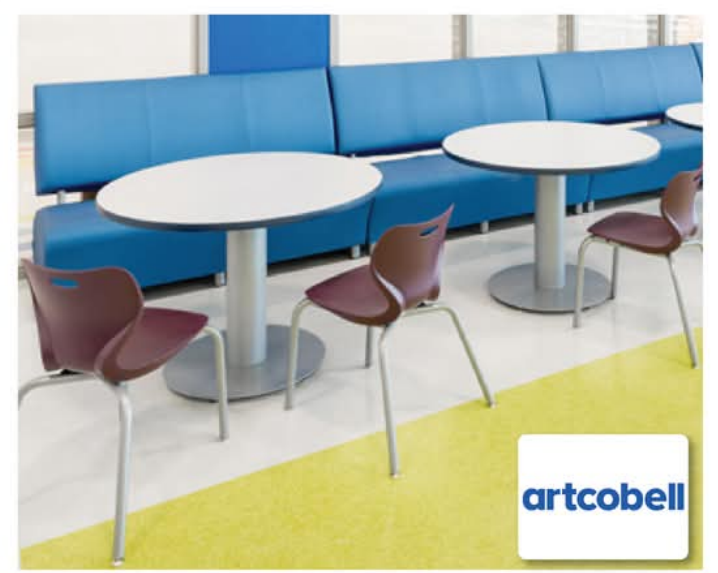
Smith System



KI



MiEN



artcobell



LEARN MORE

Serving up some inspo on the CPS Renovation Hub!

Visit our supplier pages to view catalogs, videos, and cool tools that allow you to better envision and plan your new space.



CAFETERIA



**Your Go-To Partner for
Every Commercial
Foodservice Need!**



Design of Exceptional Dining Concepts and Efficient Commercial Kitchens

TriMark designs kitchens tailored to your culinary and operational aspirations. From concept to construction, they ensure your kitchen meets the highest standards of performance and efficiency. From design and build to supply, distribution, and equipment services, TriMark is your one-stop resource!



Please reach out
to CPS for
assistance- we
are here to make
this process
easier for you!
800.237.4125



ROBOTICS/ESPORTS



LEARN MORE



MiEN

LEARN MORE



SCHOOL LOCKERS

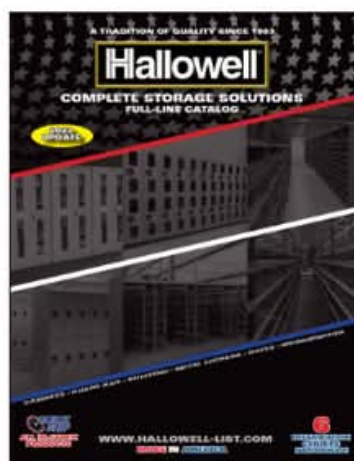
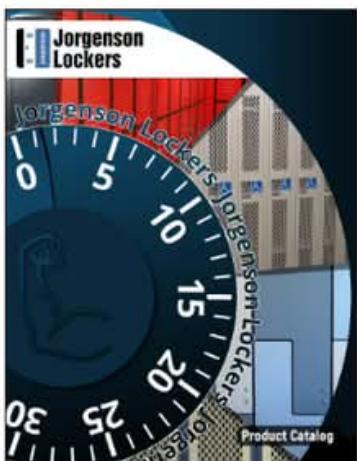
Planning on Installing or Replacing Lockers?



Ordering lockers is a complex process. If you're ordering a large quantity of lockers, you will need to plan ahead. Lead times run about **12-16 weeks** during the busy spring-summer season- plus don't forget to factor in the installation time.

Please reach out to CPS for assistance- we are here to make this process easier for you! 800.237.4125

We offer the full-line of products from the following manufacturers:



THE HEART OF COMMERCE IS HUMAN

At CPS, we value **transparency, honesty, and simplicity.**

We bet you do, too!

When it comes to some big retailers, "surge pricing" is the name of their game. But, CPS doesn't play games. Our negotiated discounts with world-class brands mean good, honest, stable pricing that doesn't increase when you need those goods and services most.

CPS offers fair, mission-driven pricing that doesn't change based on algorithms or special "prime" shopping days. Every day is a great day to save at CPS!



[VISIT CPS](#)

[INSTALLATION CHECKLIST](#)

Our Customer Service Team is available via phone or email to help you navigate our selection of products, services, and brands.

Nicky O'Malley

Sales & Service, North:

CT, DE, IA, IL, IN, MA, MD, ME,
MI, MN, NH, NJ, NY, OH, RI,
VT, WI

800.237.4125 x 543

nomalley@CatholicPurchasing.org

Kathy Bowles

Sales & Service, South:

AL, AR, DC, FL, GA, KS, KY,
LA, MO, MS, NC, NE, OK, PA,
SC, TN, TX, VA, WV

800.237.4125 x 550

kbowles@CatholicPurchasing.org

Tanvi Rahul Kanade

Sales & Service, West:

AK, AZ, CA, CO, HI, ID, MT,
ND, NM, NV, OR, SD, UT,
WA, WY

800.237.4125 x 541

tanvi@CatholicPurchasing.org



WE OFFER THE FULL LINE OF PRODUCTS FROM THE FOLLOWING FURNITURE SUPPLIERS:



WE ALSO OFFER A COMPREHENSIVE LINE OF TECHNOLOGY SUPPLIERS:



WE ALSO OFFER A COMPREHENSIVE LINE OF CARPET AND FLOORING OPTIONS:



Like "Catholic Purchasing Services" on [Facebook](#) [LinkedIn](#) and [Instagram](#).

Customer Responsibilities:

Checking Your Order Upon Arrival:

When your furniture order arrives, it's important to inspect it carefully **before** the delivery team leaves. Check all packaging for visible damage, and if any boxes look torn, crushed, or incomplete, take photos to document the condition. Open the packaging to inspect the items inside for any damage or defects.

Damaged Shipment?

For all furniture deliveries, a customer representative must be present at the time of delivery. It's essential to inspect the shipment thoroughly and document any damage—including to the packaging.

If you see visible damage or missing packaging, take photos immediately. Open boxes to check the product's condition before the driver leaves. If you find or suspect damage, clearly write **"DAMAGED"** on the delivery receipt or **Bill of Lading (BOL)**. **Important: Only the customer representative should sign or mark the BOL—NEVER the driver.**

You also have the right to refuse delivery if damage is visible.

To preserve your claim, damage must be documented on the delivery receipt and reported to CPS within **4 business days**. Be sure to photograph:

- The damage itself
- All sides of the packaging
- The BOL or delivery receipt

These steps help protect your order and ensure we can act quickly on your behalf.

How to Communicate Damaged Products to CPS:

If you receive damaged items, please notify your CPS Account Manager immediately by email. Include **photos, a description of the damage, the number of affected items**, and any relevant details. We're here to help protect your purchase, and our suppliers are typically very responsive to damage claims. However, if CPS is not notified within **4 business days of delivery**, the carrier and manufacturer may no longer be held responsible. Prompt communication ensures we can best support you and resolve any issues quickly.

Returns Policy:

CPS generally follows the return policy of each supplier, but at minimum, returns must be requested within **5 business days of delivery**. Returns are subject to a **25% restocking fee, a prorated portion of the outbound freight, and full return shipping costs**. Due to the difficulty of returning items—especially furniture—we strongly encourage customers to review all Estimates and Sales Orders carefully before approving any furniture order.

***Please note:** custom or special orders—including non-standard sizes, fabrics, colors, or markings—are non-returnable. These sales are **final** unless damaged and covered under warranty.



CPS Furniture Delivery Quick Guide

Why We Need Delivery Info:

To calculate shipping costs and confirm lead times, we ask for:

- Delivery Contact Name
- Mobile Number
- Preferred Delivery Days & Times

This is required for all furniture orders **(including UPS/FedEx)**.

Tailgate vs. Liftgate Delivery:

Type:	What It Means:	Best For:
Tailgate	You unload from the back of the truck. (Driver doesn't assist)	Locations <i>with</i> loading docks.
Liftgate	Truck lowers items to ground level with lift	Locations <i>without</i> loading docks.

Need More Help? Inside Delivery:

Product is brought just inside the nearest entry door (extra fee).

Installation Services

Includes room delivery, assembly, and waste removal.

*Ask your CPS rep for a **quote** and complete our **Installation Checklist**.

LTL (Less Than Truckload) Deliveries:

- Carrier calls in advance (mobile number required).
- **4-hour delivery window**—please be present to inspect and sign.
- Missed appointments may incur extra fees.

Damaged Shipment?

- Inspect all boxes on delivery.
- Photograph any damage (packaging & product).
- Mark "DAMAGED" on the Bill of Lading (do not let the driver sign).
- Email CPS within **4 business days** with photos, description, and quantities.

**You may refuse visible-damage deliveries.*

Parcel Shipments (UPS/FedEx)

Some furniture items, depending on size, may ship Parcel, via common carrier like UPS or FedEx. Parcel deliveries do not require an appointment or signature upon receipt. Occasionally, damage may occur, and it is important to notify CPS immediately of any issues. It can be very difficult to receive any damage remedy from the parcel carriers, therefore, the supplier absorbs much of the damage costs. It is critical to document any damage with photos of the original packaging and the actual damaged product. Supplier reporting requirements are strict. **All damages via Parcel should be reported to CPS within 24-48 hours of receipt.**