

Cover memo: furniture company adoring homes

[Linguistics](#), [English](#)



WRITING INSTRUCTION PAPER COVER MEMO Respected Sir, As you know that our company AdoringHomes is the pioneer in manufacturing furniture products that add to the beauty of houses, offices etc. Hence I have worked on to produce one of the finest additions to our product line that is a room divider. Our furniture is something which enhances a beauty of an individual's house or office place. It supports several human activities. Furniture is usually kept in a house or work place to make it suitable for an individual to feel comfortable on with whatever object it is. The purpose of our room divider would be to ensure privacy and overcome the need of proper partitions or expensive doors. As the name suggests, it is used to create several partitions within a room. If a person cannot afford an addition, he can try division with these dividers. Basically room dividers are a piece of furniture or screen which divides the room into different sections. Cubicle partition, pipe and drape screens, shoji screen (Japanese room) or walls are used as a different types of room dividers. An elegant room divider enhances the beauty of a room or house. Rooms can be renovated and refashioned with the latest trend set up by many people to create a comforting compartment. (Houzz- Home Decor) The purpose of these room dividers grows because of increase in rents and affordability of separate room which is basically our target market. Mostly these are used in bachelor's rooms or studio apartments where one room can be easily divided into several sections for other use such as closet doors, restroom door etc. (Apartment Therapy) The purpose of working on this product is that today affording houses is immensely difficult therefore many bachelors prefer to live today in studio apartments. These room dividers will add to the beauty of their house

and result in providing them privacy as well. These dividers will be comparatively cheaper than doors thus they can easily fit in the budget of all. The requirement of such dividers is increasing and our company can cater to the masses by providing them quality dividers at cheap costs. (Brann, 1972) Further we can customize these dividers according to the needs of the people or giving them option to choose the colors or design they prefer. Since these dividers are easy to install we do not need to provide the customers with installation services reducing our workload. I am providing you with an instruction manual that will guide you about the making and installation of this product. Instruction Manual: * The style and appearance of the divider's screen can add a different charm to the room too. * A room divider provides the privacy a person needs in a room and creates perfect section and adds beauty to a simple room. * But before starting to make your own room divider, one should be aware of the safety measures * All the materials should be carefully chosen. * One should not be careless using sharp materials such as exacto knife, scissors, drilling machines, hack saw machine, pliers, eye screws and hinges and screws. * Measurements of the wall and the wood should be taken carefully in order to avoid problems. * Be careful with using the hard glue. * These dividers can be customized by a person on own in a few hours by following steps. * Firstly, wallpaper the number of plywood panels you want individually. * Make the paste and paper the panels and trim to size. * Now place the other panels next to each other and flat on the floor. * Now place three hinges at the top, middle and the center. * The top and bottom hinges should approximately be an inch away from the edges of papers plywood. And

screw the hinges into those places. * Then flip the two pieces of plywood over so that the hinges are on the underside. * Now to hide the hinges, flip the plywood pieces. * Use paint and other decorations to decorate a room divider. * This simple inexpensive room divider can be set up easily. * The style and appearance of the divider's screen can add a different charm to the room as well. * Room dividers screen can be made of metal, glass or wood grain tones which match perfectly with its surroundings. * These screens are designed to be anything but ordinary. * It lets people to intimate spaces and achieves a gorgeous and beautiful look of stunning glass and frame types. * Many homes and houses have utilized and adapted these space-saving benefits of room dividers. * Room dividers can change all of that with wall slide doors that are both practical and beautiful. WORKS CITED: Room Dividers Design Ideas, Pictures, Remodel, and Decor.(n. d.). Houzz - Home Design, Decorating and Remodeling Ideas and Inspiration, Kitchen and Bathroom Design. Retrieved June 30, 2013, from <http://www.houzz.com/room-dividers> On the Cheap: 10 Room Dividers Under \$100 - Shopping Guide | Apartment Therapy. (n. d.). Apartment Therapy | Saving the world, one room at a time. Retrieved June 30, 2013, from <http://www.apartmenttherapy.com/shopping/guides/on-the-cheap-10-room-dividers-under-100> Brann, D. R. (1972). How to build kitchen cabinets, room dividers, and cabinet furniture,. Briarcliff Manor, N. Y.: Directions Simplified.