

total office solutions®

PLAN • FURNISH • TECH • MOVE • DECOMMISSION

The Total Office Solutions, LLP Companies

Corporate Source, Ltd, Furniture Solutions Now, Ltd., Move Solutions, Ltd.,
TechTeam Solutions, Ltd.

COVID-19 Response Review

The Total Office Solutions companies are serving clients as an approved essential service providers. Essential COVID-19 Infrastructure includes cybersecurity, national defense, banking, communications, commercial facilities, energy information technology, and more.

The health and safety of our customers and employees are our clear priority, especially amid concerns and uncertainty about the spread of the coronavirus (COVID-19).

Here is what we are doing to operate safely and effectively.

- Customers are welcome to communicate with Total Office Solutions, Ltd. managers regarding the reasonable utilization of these items during Move Solutions, Ltd.'s services. Ph # 1-800-MovePlan. Email address virus.ideas@tospartners.com.
- Total Office Solutions, Ltd.'s Safety Director has deployed industry specific COVID-19 training.
- Total Office Solutions, Ltd. uses gloves, masks, sanitizing wipes, and hand sanitizer.
- All employees are required to follow the CDC recommendations regarding social distancing and regular hand washing.
- Our field supervision works in every way possible to create additional social distance space while providing services in the client workspace.
- A mobile COVID-19 Precaution Auditor visits jobsites; no notice.
- Our CEO leads the way in our own offices; the predominant number of personnel are working from home, all facilities are compartmentalized from each other, etc.
- Total Office Solutions, Ltd. recently upgraded its global "BrassTacks" CRM, replaced all hardware of every kind, focusing on Microsoft Surfaces, and updated all forms, process, and sales collateral material to an ethereal form. We converted to a COVID-19 decentralized operating format in a single day.

Total Office Solutions, Ltd. provides a wide range of essential services to assist our clients in defending against the Coronavirus crisis.

- Providing rental, lease furniture to improve Social Distancing
- Reconfiguring clients office space to improve Social Distancing
- Delivery services to help clients implement work from home initiatives
- Receiving and providing short term storage of medical equipment and supplies
- Converting dormitories to temporary housing and medical support facilities
- Delivery and distribution of personal protective equipment and supplies
- Essential Moving services for school districts and construction companies
- Posting emergency workplace signage related to COVID 19
- Quick ship furniture solutions for workers at home
- Employee separation add-ons to existing furniture at work, at home.
- Virtual job site walkthroughs and meetings.

To inquire further, please contact us at 1.800.MovePlan.