

# Move Solutions “Anywhere”<sup>®</sup>

— National Account Services —

Office Moves, Adds, Changes, Tech, and Project Services



Learn How Our National Account “Anywhere”<sup>®</sup> Can Serve You!

**move solutions<sup>®</sup>**

And Its “Anywhere”<sup>®</sup> Footprint

**SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION**

**[movesolutions.com](http://movesolutions.com) • 1.800.668.3752**





# United States 🇺🇸 Leading National Account Provider!

## National Account Office Moving Advantages

One point of contact. Consistent project management, expense tracking, and billing procedures. Aggressive application of new technologies. A balance of proven global processes, street-smart knowledge of regional and local expectations, and how to get things done. This is the Move Solutions “Anywhere”® Advantage.

Your advantage starts with one point of contact, with multiple options and solutions. We deliver consistent performance standards across all locations and eliminate surprises. We specialize in office moves for enterprise accounts, and our team of qualified, background-checked, drug-tested professionals has helped us grow for more than 35 years.

## Local, National, and International Office Moving

Boston or Austin. Tijuana or Toronto. Our people, network and systems enable us to deliver the same superior service wherever you need it, throughout North America and beyond.

Move Solutions provides office and business moving with precise coordination and protection of assets. Our services include relocation, installation, logistics, and warehousing, as well as Moves, Adds, and Changes (MAC), Furniture, Fixtures, and Equipment (FF&E), and Operating Supplies and Equipment (OS&E).

We also provide asset liquidation and disposition for you, always in a “Earth Friendly” manner, as needed.

## Move Solutions “Anywhere”®; A Core Service Within the Total Office Solutions Family of Companies!

### total office solutions®

And Its Family of “Anywhere”® Companies

FURNISH • TECHNOLOGY • MOVE • LIQUIDATE

[tospartners.com](http://tospartners.com)

### move solutions®

And Its “Anywhere”® Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

### office boy

A Total Office Solutions Company

NO MINIMUMS • NO NOTICE • TODAY IF POSSIBLE

### techteam solutions

And Its “Anywhere”® Footprint

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

### office furniture plus

And Its “Anywhere”® Footprint

CREATE • SPECIFY • FURNISH • START-UP / MID-MARKET

### corporate source

And Its “Anywhere”® Footprint

CREATE • SPECIFY • FURNISH • CONTRACT MARKET

### furniture services now

And Its “Anywhere”® Footprint

LIQUIDATION • DECOMMISSION • FURN REPAIR/REFURB

See Last Page for QR Codes

1.800.668.3752



[movesolutions.com](http://movesolutions.com)

# You Trust Us to Take You Out of Business and Put You Back in Business “Anywhere”<sup>®</sup>.

## We Have Never Failed That Trust “Anywhere”<sup>®</sup>.

Process

Process

Process

Process

Process



Planning



Managing



Logistics



Communication



Reporting

1.800.668.3752



[movesolutions.com](http://movesolutions.com)

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# The Power of “Anywhere”<sup>®</sup> for all Your Office Moving Needs



## “Anywhere”<sup>®</sup> Office Moving MAC and Projects Everywhere!

Move Solutions is the largest provider of office moving services in Texas and one of the largest in the nation. Our tenured teams, tech-enabled tools, rigid adherence to proven processes, and 35 years of experience add valuable, expert intelligence and muscle for any moving challenge. Our crews have been carefully and thoroughly screened before they step on your property; you can rest assured that your business is in good hands.



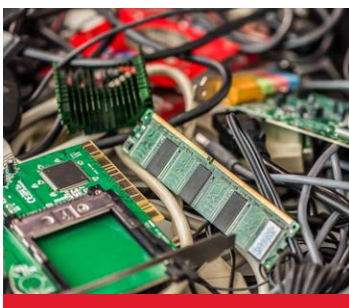
## “Anywhere”<sup>®</sup> Installation

Throughout our tenure, we have amassed a wealth of experience in assembling and installing most leading brands of furniture. This ensures that you get the full value of the manufacturer’s superior design and materials specification. Our thoroughly- trained technicians are full-time W2 employees, protected by Texas Subscription Workers Compensation for your additional peace of mind.



## “Anywhere”<sup>®</sup> Technology and IT Services

TechTeam Solutions, Move Solutions’ sister company, provides office moving services with experienced, skilled technical personnel and proven process. Our team of technical experts will work with your business and its equipment, ensuring each piece of technology equipment you own is carefully disconnected, packed, and moved. Once your relocation is complete, our technicians will unpack, reconnect and reconfigure your equipment to ensure your new workspace is fully operable and up and running.



## “Anywhere”<sup>®</sup> Shredding, eWaste Disposal

We handle the supervised destruction of documents, electronics, and other materials. When electronics have been cleansed of data, Move Solutions and TechTeam Solutions dispose of them sustainably and responsibly. Move Solutions and TechTeam Solutions offer to purge equipment and services for your use BEFORE the move. Gondolas, purging bins, and insertion of the activity into the master schedule are all important to you in reducing your move expense in an expense-conscious and responsible manner.

# Move Solutions “Anywhere”<sup>®</sup>; YOUR Everywhere!



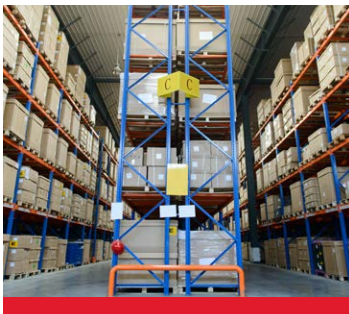
## “Anywhere”<sup>®</sup> Lease Space Cleaning

Why worry about cleaning your vacated office when we can handle it for you? Our white-glove services will exceed your final lease requirements. Your landlord gave you an attractive, clean new space when you moved in. Now that same landlord wants an attractive, clean space when you move out. We can do that for you, including plenum clearance of low voltage and electrical and drywall and other repairs, adhering to your departure lease agreement with that landlord.



## “Anywhere”<sup>®</sup> Liquidation & Facility Decommission

Move Solutions and our partner companies are a one-stop solution for all of our clients' liquidation/disposal needs. We have built the infrastructure to meet your comprehensive surplus disposition needs effectively. We will provide a quick and fair quote on buying and removing your existing office furniture. As we have cleared your origin space of your old, unwanted furniture, there is still work to be done; decommissioning your space. Decommissioning your space means that your lease document specifies the physical condition of the space when you return it, that qualifies as lease compliant.



## “Anywhere”<sup>®</sup> Warehousing

We can meet your warehousing and logistics needs anywhere in the country or the world through our Office Moving Alliance (OMA) network. Our members share a commitment to providing the right facilities and services in the best strategic locations to enhance your efficiency. This includes shipping, receiving, warehouse racking, tracking, and inventory controls as a seamless extension of your operations.



## “Anywhere”<sup>®</sup> Furniture, Fixtures and Equipment (FF&E)

Our facilities are geared to successfully handle all of your cross-dock, storage, FF&E, OS&E, retail and logistical needs. Well-trained warehouse staff utilizes a professional inventory system to ensure your items are properly tracked and inventoried from the time your product arrives on our floors, onto our trucks, and into the intended destination. We provide you with “real-time” information that provides you with “now” details for orders, pulling, and delivering upon request. Managed via a GPS tracking network, our fast-paced delivery teams adhere to two-hour delivery windows. All freight forwarding can typically be completed within 24 hours or less notice.

**Equipping, Working, Completing!**



**More Equipment  
Than You  
Can Imagine.  
Able to Move Your  
“Anything” to  
Your “Anywhere”<sup>©</sup>.**

**We Work  
With You and  
For You  
“Anywhere”<sup>©</sup>.**

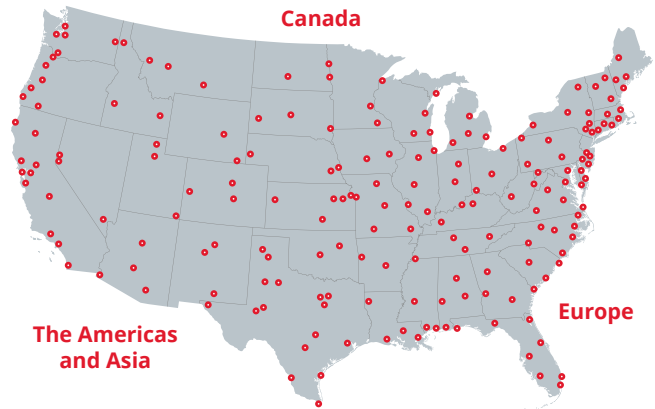


**Correct.  
Professional.  
“Anywhere”<sup>©</sup>.**

## Where Can Our "Anywhere"® Serve You?

### Move Solutions Local, National, and International Business Moving

Get a quote today to get started on your next "Anywhere"® business move need. Whether you are moving your business across town, the country, or the world, you need an expert at your elbow working for you and with you. History has proven over and over that Move Solutions is that expert.



### Client Industries at a Glance

- Corporate relocations
- Regional and district offices
- Manufacturing facilities
- Retail operations
- Commercial buildings
- Government offices
- Hospitals and healthcare facilities
- School districts
- Libraries
- High-value products and equipment

### National Account Services at a Glance

- Comprehensive project management services
- Internal office moving, relocations, and re-stacks
- Open file moves and tab file reconfigurations
- Technology disconnect and reconnect
- Environmental recycling
- Server migration and relocation
- Storage, distribution, warehousing, and supply chain management
- Modular furniture service: disassembly and reassembly
- Reusable, high-impact plastic crates
- Property protection

### Our Difference

- Employs and provides people, not contractors
- 35+ years of experience with zero layoffs
- One of the five largest office moving companies in America
- Multi-generation family-owned and operated
- Financially strong
- Industry technological leader: immediate and transparent
- Global service footprint; fifty-nine contracted partners
- 200+ vetted service partners
- Experienced and infrastructure equipped to work with local, regional, national end users, and project managers

# WHO WE ARE is More Than Move Solutions “Anywhere”<sup>®</sup>.

NO Puzzles! NO Mysteries! NO Surprises!

## Total Office Solutions; Predictable, Stable Turnkey Business Partner.

Move Solutions is one of five Total Office Solutions (TOS) companies shown working for you below. Together they provide the services and products needed by a commercial tenant planning a relocation project. From workplace planning, furnishing, technology, moving to facility decommissioning, Total Office Solutions is a perfect partner resource. Our local and national clients use our complete flexibility to their advantage!

The following project description shows the Total Office Solutions companies as they provide services and products, coordinated by a TOS Account Manager, in support of your successful project completion.



### PROJECT PLANNING

#### total office solutions<sup>®</sup>

And Its Family of “Anywhere”<sup>™</sup> Companies

FURNISH • TECHNOLOGY • MOVE • LIQUIDATE

Consider Total Office Solutions an umbrella under which all of your workplace planning, furnishing, moving, technology management, decommissioning, and liquidation requirements are organized. Our suite of services with a single point of contact means an agile, effective response and quick delivery of informed solutions as your needs evolve.



### FURNISH ENVIRONMENTS

#### office furniture plus

And Its “Anywhere”<sup>™</sup> Footprint

CREATE • SPECIFY • FURNISH • START-UP / MID-MARKET

#### corporate source

And Its “Anywhere”<sup>™</sup> Footprint

CREATE • SPECIFY • FURNISH • CONTRACT MARKET

Our clients want an attractive and comfortable environment conducive to gathering, productivity, and maintaining a strong workforce. To that end, the Office Furniture Plus philosophy is about furnishing as a tool for success. Whether you desire all-new furniture, a preowned solution, or a melding of your existing furnishings with additional pieces, our designers have the expertise and resources to help your workplace meet its full potential.



### TECHNOLOGY

#### techteam solutions

And Its “Anywhere”<sup>™</sup> Footprint

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

A workplace move encompasses every tangible asset, and technology equipment can be among the most sensitive and valuable to manage. TechTeam Solutions Services provides comprehensive IT moving services to ensure a smooth transition, including computer disconnection and reconnection, server relocation, new equipment receipt, management and installation, and appropriate disposal and recycling.

# We Work for You and with You, "Anywhere"®.



## LOCAL AND NATIONAL ACCOUNT OFFICE MOVES

### move solutions®

And Its "Anywhere"® Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

### office boy

A Total Office Solutions Company

NO MINIMUMS • NO NOTICE • TODAY IF POSSIBLE

Move Solutions and Office Boy project managers coordinate every step of your office move for total peace of mind, saving you time and money in the process. Our turnkey moving services include insured, background-checked move teams; signature pack-and-stack, no-lift crates; and property protection to assure a zero-damage move on both ends.



## FACILITY LIQUIDATION, CLEANING, DECOMMISSION

### furniture services now

And Its "Anywhere"® Footprint

LIQUIDATION • DECOMMISSION • FURN REPAIR/REFURB

When it's time to liquidate and decommission your office, our start-to-finish services assure a fluid process before, during, and after your move. We take careful inventory of your furniture and assets and present a valuation proposal.

## Total Office Solutions Value-Added Services

### furniture services

TOUCH UP • REPAIR • UPHOLSTERY • REFINISH • CLEANING

### final clean

PREP YOUR LEASE SPACE FOR RETURN TO LANDLORD

### logistics + warehouse services

DEEP RESOURCES • PROJECT MANAGEMENT • EXPERIENCE • FINAL MILE • WHITE GLOVE

### brasstacks®; tech enabled moving

IF WE KNOW IT, YOU KNOW IT. REAL TIME; ON TIME.

### moves, add, changes (mac)

EMBEDDED CREWS • MOVES • INSTALL/RECONFIGURE • DE/RE PC

### hospitality ff&e + os&e services

35+ YEARS EXPERIENCE • PROCESS DRIVEN • DEEP RESOURCES • LIKEABLE PEOPLE

After removing inventory, we also provide complete cleaning and repair services to assure you leave the space 100% lease compliant.

# National Account Credentials That Count

Industry standards validate our processes and add value for you.



## **OMA CBRE Fusion 2.0 Preferred Supplier**

A new global standard for the fast, efficient management of capital projects and storage businesses.



## **Coupa Network Supplier**

Global technology platform for business spend management. The software provides customers with actionable insights.



## **Hub Certified Entity**

Company level diversity certification that provides additional recognition and can be valuable for minority preference programs and contracts.



## **Founding Member of the Office Moving Alliance**

The leading global network of office moving providers with a shared commitment to superior execution.



## **OMA Planet Earth Award Outstanding Member of the Year**

Recognizes the achievement of first place in overall sales among all Office Moving Alliance members.



## **Certified WBENC Women's Business Enterprise**

WBENC provides the most widely recognized certification for women-owned businesses in the U.S.



## **Purchasing Cooperative Vendor**

Member of the National Purchasing Cooperative that takes advantage of the streamlined purchasing process that complies with procurement laws of each participating state.



## **SAP Ariba Network Supplier**

Global technology platform for business spend management. The software provides customers with actionable insights.



## **International Affiliate Member of the Year**

Trade association for commercial real estate professionals. Its mission is to advance a vibrant commercial real estate industry through advocacy, influence, and knowledge.



## **GSA Schedule Holder**

Move Solutions provides moves/adds/changes and project services to its local, state, and federal agency and GSA client organizations.



## **IREM Champion**

IREM is an international community of real estate managers dedicated maximizing the value of real estate investments and business practices.



## **Industry Partner of the Year**

Awarded to a distinguished IREM partner for outstanding dedication and superior contributions to the organization and its members.

# We've Done This Just a Few Times Before!

Move Solutions, Ltd. is able to provide current references for all types of office-moving projects. In addition, we are heavily involved in industry affiliations.

For over thirty-five years, our thousands of clients have relied on Move Solutions for rigidly adherent, process-driven office moving services. Our three favorite words are: Stable, Predictable, and "Anywhere!"® You want them to be yours, as well.



## Founders/Owners Commitment

“ Our ability to serve our clients depends upon the people that make up the Total Office Solutions, LLP family of companies. Our committed mission in each of our companies is to staff well, develop well, manage well, and then lead well. The sole purpose of each of those commitments is to provide our clients with teams of exceptionally qualified and capable people to work towards the successful satisfaction of our clients' needs. ”

**Linda & Michael Monette** Woman-Owned and Led +  Veteran Owned

# total office solutions®

And Its Family of “Anywhere”© Companies

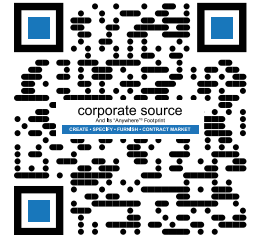
**FURNISH • TECHNOLOGY • MOVE • LIQUIDATE**



# corporate source

And Its “Anywhere”© Footprint

**CREATE • SPECIFY • FURNISH • CONTRACT MARKET**



# office furniture plus

And Its “Anywhere”© Footprint

**CREATE • SPECIFY • FURNISH • START-UP / MID-MARKET**



# techteam solutions

And Its “Anywhere”© Footprint

**SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES**



# move solutions®

And Its “Anywhere”© Footprint

**SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION**



# furniture services now

And Its “Anywhere”© Footprint

**LIQUIDATION • DECOMMISSION • FURN REPAIR/REFURB**

