

move solutions®

A Total Office Solutions “Anywhere” Company

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

MovePlan Relocation Strategy



We are 51% Woman-Owned, 48% Veteran-Owned   , and 1% Divine Intervention-Owned.

Ability to Scale for Enterprise Clients

Our project managers have extensive experience with long-term, complex assignments for high-profile companies.

An Expansive, Reliable Support Network

Our partnership with the Office Moving Alliance means we can add resources as needed, no matter the locations involved.

Local, National, or Global

We've taken on challenges from enterprise-level customers for decades. So no challenge is too big for us.

movesolutions.com • 866-322-9702



Overview

Our 24-week MovePlan Relocation Strategy is designed to be your roadmap through every phase of your office relocation. It keeps you ahead of critical deadlines while minimizing stress and business disruption, with detailed action items, recommended timelines, and direct connections to Move Solutions' specialized services at each stage. Whether you need a custom MovePlan tailored to your unique situation or simply have questions along the way, we're here for you. We hope this document serves as a helpful companion as you plan and execute your move.

Table of Contents

Phase 1: Strategic Planning (19-24 Weeks)	4
■ Planning & Strategy Kickoff	
■ Finalize Site & Space Planning	
Phase 2: Construction & Preparation (11-18 Weeks)	5-6
■ Construction & Asset Planning	
■ MovePlan Finalization & Orders	
■ Key Preparations	
■ Coordination & Scheduling	
Phase 3: Team Preparation & Communication (4-6 Weeks)	7-8
■ Assign Roles & Train Teams	
■ Address & Communication Updates	
■ Finalize Plans & Prepare Employees	
■ Track Deliveries & Assign Responsibilities	
Phase 4: Final Preparations (1-2 Weeks)	9
■ Prepare Final Installations & Employee Training	
■ Final Checks & Site Readiness	
Phase 5: Execution & Completion	10-11
■ Move Day Execution	
■ Settling In & Adjustments	
■ Wrap-Up & Decommissioning	
Additional Resources	12-18
■ MSL "Quik-Box" MovePlan Process	12
■ Stack & Pack Crate Process	13
■ Lead-Time Calculator	14
■ Project Resources & Videos	15
■ About Move Solutions	16-18

Essential Tools & Resources for You

MSL “Quik-Box” MovePlan System (Pg. 12)

Move Solutions’ systematic approach, using labeled cardboard boxes combined with their project management framework, orchestrates every aspect of your move from planning through move day.

How to use: Contact Move Solutions to request your set of Quik-Box containers for your move. Work with Move Solutions to customize the system for your specific move requirements, timeline, and logistics. The boxes are provided for packing, with numbered labels for easy identification and tracking.

When to use: Throughout entire move timeline for coordination and tracking

Stack & Pack Crate Process (Pg. 13)

The red crate system completely transformed office moving. Move Solutions invented this no-lift crate methodology to eliminate the physical strain and damage risks associated with traditional cardboard boxes.

How to use: Follow the proprietary step-by-step packing methodology that allows items to be placed in lightweight, reusable plastic crates without heavy lifting.

When to use: Begin 2-3 weeks before move day during employee training phase.

Lead-Time Calculator (Pg. 14)

Interactive planning tool that calculates optimal project start dates by working backwards from your desired move date. This tool shows every week of the year and determines when you should begin planning based on move complexity.

How to use: Find your target move date in the weekly calendar and reference the corresponding start dates for different project complexities (12, 16, 20, or 24 weeks of lead time).

When to use: During initial Move Planning to establish realistic timelines and ensure adequate preparation time

Educational Planning Videos (Pg. 15)

Professional explainer videos designed to help you and your team create an organized, efficient move by understanding proper procedures and expectations. These comprehensive training materials cover packing techniques, labeling systems, safety protocols, and move day logistics.

How to use: Share with all employees 2-3 weeks before move to ensure everyone understands their responsibilities and the overall process. Use during team meetings or distribute for individual viewing to reinforce training sessions and provide visual guidance on proper packing and preparation techniques.

When to use: During “Assign Roles & Train Teams” phase (6 weeks before move)

How to Use This Checklist

- 1. Start Early:** Begin planning 19-24 weeks before your target move date
- 2. Assign Roles:** Designate department coordinators and establish clear responsibilities
- 3. Follow Sequence:** Complete tasks in chronological order to avoid delays and complications
- 4. Use Resources:** Access tools and videos as indicated in each phase
- 5. Stay Flexible:** Adjust timelines as needed while maintaining critical milestone dates
- 6. Communicate:** Keep all stakeholders informed throughout the process

Contact Move Solutions at 866-322-9702 to begin your strategic planning consultation and access your complete toolkit.

Your Office Moving Project List

19–24 Weeks Before Move

Planning & Strategy Kickoff



☐ **Begin developing your comprehensive MovePlan**

Call Move Solutions at 866-322-9702 for planning questions or a consultation.

☐ **Select an architect/interior design firm**

Ask Move Solutions for experienced references.

☐ **Develop lease space/building/furniture/IT needs and wants**

Contact Corporate Source at 214-468-0468 or Office Furniture Plus at 214-879-0500 to assist with furniture decisions.

The foundation of a successful move starts here. Early planning ensures every detail—from space design to technology needs—is aligned with your business goals. Partner with trusted experts like Move Solutions to create a roadmap that minimizes risks and maximizes efficiency.

Additional Tip:

Engage department leaders early to gather input on workspace needs and pain points. Their insights will help guide layout, technology, and furniture decisions that support productivity in your new space.

16–18 Weeks Before Move

Finalize Site & Space Planning



☐ **Site Selection & Contracting**

Confirm the chosen location and complete all necessary contract documents to secure the space.

☐ **Communication**

Notify origin and destination property management of move dates, elevators, and entry/exit needs.

☐ **Develop Spatial Plan**

Collaborate with the architect/interior design firm to finalize the layout and associated construction documents.

With your new location secured, it's time to refine the details. Clear communication with property management and close collaboration with your design team ensures your space plan supports both function and future growth. This phase locks in the framework that will guide construction and move logistics.

Additional Tip:

Request preliminary construction timelines from your contractor. Aligning these dates early helps prevent delays and ensures your MovePlan and build-out stay in sync.

13-15 Weeks Before Move

Construction & Asset Planning



Finalize construction documents

Select and hire a general contractor.



Identify furniture/IT equipment for liquidation

Call Office Furniture Plus at 214-879-0500 for liquidation services.



Identify any leased furniture, IT equipment, or copiers

Notify companies you lease from about your move timeline

This stage is about turning plans into action. With construction documents finalized and a general contractor on board, you'll also make decisions about what stays and what goes. Addressing surplus or leased assets now streamlines the move and avoids last-minute complications.

Additional Tip:

Create a detailed inventory of assets marked for liquidation, donation, or relocation. This helps vendors coordinate pickups efficiently and ensures nothing is overlooked in the transition.



11-12 Weeks Before Move

MovePlan Finalization & Orders



Finalize MovePlan

Review and confirm details with you Move Solutions Project Manager if you choose to work with us.



Notify Property Management

Send notifications to both origin and destination property managers with confirmed move dates.



Order Furniture & Equipment

Place orders for all new furniture and IT equipment to ensure timely delivery.

With a custom MovePlan finalized, coordination shifts into high gear. Confirming details with your Move Solutions Project Manager and property managers keeps everyone aligned. At the same time, placing orders for new furniture and IT equipment now ensures everything arrives on schedule, avoiding costly delays.

Additional Tip:

Ask suppliers for estimated delivery and installation timelines. Building these into your master move schedule helps prevent bottlenecks as move day approaches.

9-10 Weeks Before Move

Key Preparations



- ☐ **Start Construction**
Begin demolition and/or construction work as needed.
- ☐ **Confirm Furniture Supplier**
Finalize your new furniture supplier. Call Corporate Source at 214-468-0468 or Office Furniture Plus at 214-879-0500.
- ☐ **Confirm IT Supplier**
Select and finalize a supplier for IT equipment needs. Call TechTeam Solutions for help at 214-866-9702
- ☐ **Review Lease Requirements**
Check your origin lease to confirm move-out and space condition requirements. For Lease Space Final Clean Service, call Move Solutions at 866-322-9702.

As construction begins, it's time to lock in key suppliers and review obligations at your current space. Confirming furniture and IT providers ensures you stay on track for delivery, while revisiting your lease requirements helps you avoid surprises and additional costs at move-out.

Additional Tip:

Schedule periodic walkthroughs of the construction site with your project manager. Early check-ins allow you to catch potential issues before they affect your timeline.

7-8 Weeks Before Move

Coordination & Scheduling



- ☐ **Review Critical Move Segments**
Meet with a Move Solutions Project Manager and department heads to review key time-sensitive parts of the MovePlan.
- ☐ **Plan Trash & Shredding Day**
Schedule a purge day with internal teams for trash and secure document shredding. Call Move Solutions at 866-322-9702 for assistance.
- ☐ **Hire Office Mover**
Engage a qualified office mover with the resources to handle your relocation.
- ☐ **Confirm Furniture Deliveries & Access**
Set delivery schedules and secure exclusive use of elevators and entry/exits with property management.
- ☐ **Coordinate Equipment Schedules**
Confirm move schedules with TechTeam Solutions, Ltd., utility providers, security, furniture, IT equipment, and copier lessors.

This is the coordination phase, where details start coming together. From reviewing critical move segments with your project manager to confirming furniture deliveries and elevator access, every step ensures a smooth transition. Hiring your mover and scheduling a purge day now prevents unnecessary stress later.

Additional Tip:

Create a master calendar that includes all supplier commitments, access approvals, and internal deadlines. Sharing this with department heads keeps everyone aligned and accountable.

6 Weeks Before Move

Assign Roles & Train Teams



Appoint Department Coordinators

Select and assign move coordinators for each department to manage responsibilities.



Hold Coordinator Training

Schedule a session with Move Solutions Project Manager for coordinator training and the move kick-off meeting.



Plan Employee Meetings

Schedule packing and responsibility meetings with employees to prepare them for the move.



With the move approaching, it's time to assign roles and prepare your teams. Department coordinators serve as key points of contact, ensuring smooth communication and accountability. Training sessions and employee meetings build confidence and equip everyone with the tools they need for a successful transition.

Additional Tip:

Provide coordinators with checklists tailored to their departments. Clear, role-specific guidance minimizes confusion and helps employees stay organized during packing and move day.

5 Weeks Before Move

Address & Communication Updates



Order New Stationery

Purchase mailing cards, business cards, letterhead, and envelopes with the updated address.



File Change of Address

Contact the U.S. Post Office and complete all required change of address documentation.



Update your company's contact details by ordering new stationery and completing change-of-address filings. Keeping clients, vendors, and partners informed now ensures a smooth, professional transition to your new office without communication disruptions.

Additional Tip:

Update your address across all digital channels—website, email signatures, social media, and online directories—to ensure consistency and avoid confusion.



4 Weeks Before Move

Finalize Plans & Prepare Employees

- ☐ **Confirm Move Schedule**
Finalize the MovePlan with Move Solutions, all suppliers, and property management, and reconfirm elevator and access commitments in writing.
- ☐ **Lock Down Security**
Finalize all security and access requirements for the new location.
- ☐ **Provide Employee Resources**
Distribute your custom MovePlan to employees or team members.
- ☐ **Finalize Equipment & Seating**
Confirm PC, printer, copier, and phone locations, along with employee seating assignments. Cross-check against electrical floor plans.
- ☐ **Announce New Address**
Mail announcement cards to clients and suppliers with the updated address.
- ☐ **Launch Purge Campaign**
Work with Move Solutions to schedule a “purge” day, providing employees with handouts to guide what should be discarded before the move.
- ☐ **Create Floor-Plan-Based MovePlan**
Develop a labeled and color-coded MovePlan with assigned numbers for each employee and area.
- ☐ **Confirm Furniture Removal**
Contact Office Furniture Plus to schedule the removal of unneeded furniture identified for liquidation.



3 Weeks Before Move

Track Deliveries & Assign Responsibilities

- ☐ **Check Furniture Delivery**
Review progress of new furniture delivery with Corporate Source or Office Furniture Plus and confirm schedules.
 - ☐ **Create Coordinator Schedules**
Develop daily schedules for move coordinator assignments by location and distribute them to coordinators.
- With move day approaching, focus on tracking deliveries and clarifying responsibilities. Confirm furniture delivery schedules and ensure move coordinators have clear daily assignments by location, keeping the process organized and reducing last-minute surprises.
- Additional Tip:**
Share a central schedule with all coordinators and department heads. Visibility into each day's tasks improves accountability and helps quickly resolve any conflicts or delays.



2 Weeks Before Move

Prepare Final Installations & Employee Training

- ☐ **Set Up Lost and Found**
Define a “Lost and Found” area in each major destination area.
- ☐ **Complete Furniture Installation**
Finish installing new furniture and punch-list all items to ensure everything is in place.
- ☐ **Hold Employee Orientation**
Conduct move orientation meetings with coordinators. Review your custom MovePlan, labeled and color-coded floor plans, and provide crate use training for all moving employees.
- ☐ **Finalize IT & Phone Transition**
Complete the transition plan for IT and phone system needs to ensure systems are ready post-move.



Two weeks out, focus on final installations and preparing your team. Complete furniture setup, define “Lost and Found” areas, and hold orientation meetings with coordinators to review the MovePlan and floor layouts. Finalize IT and phone transitions to ensure systems are ready for a smooth start at your new location.

Additional Tip:

Conduct a dry run of critical IT and phone setups with your tech team to catch issues before move day.

1 Week Before Move

Final Checks & Site Readiness

- ☐ **Verify Elevator Access**
Confirm elevator access with your property managers.
- ☐ **Finalize Facility Checklist**
Review the final to do list with the construction manager and/or general contractor.
- ☐ **Align Department Responsibilities**
Move coordinators meet with departments to review responsibilities and area label assignments.
- ☐ **Post Signage & Labels**
Ask your Move Solutions Project Manager to post all label and color-coded directional signage at the destination facility.



The final week is all about preparation and confirmation. Review packing materials, confirm elevator access, and walk through the facility punch list. Coordinators and project managers align responsibilities, signage, and labels to ensure everyone is ready for a seamless move-in.

Additional Tip:

Photograph posted signage and share it with coordinators in advance. This helps employees quickly understand label colors and directional guidance on move day.

Move Day Execution Day



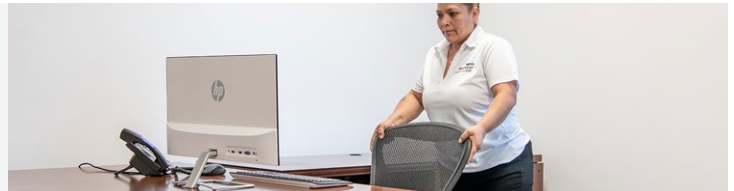
- ☐ **Take a Breath**
Pause, exhale, and prepare for a focused and productive move day.
- ☐ **Inspect Facilities**
Walk through origin and destination spaces with Move Solutions to document any pre-existing damage.
- ☐ **Deploy Coordinators**
Station move coordinators in assigned areas to provide direction and answer placement questions.
- ☐ **Stay Flexible**
Work cooperatively with employees, suppliers, and issues as they arise — every challenge has a solution.
- ☐ **Confirm Completion**
Walk through the origin site to ensure all labeled items have been moved.

Move day is the culmination of weeks of planning and coordination. With coordinators stationed, signage posted, and every detail aligned, the focus shifts to execution. Flexibility and teamwork ensure that challenges are solved quickly and the transition stays on track.

Additional Tip:

Keep a central communication channel open (like a group chat or command center) so coordinators and suppliers can report updates or issues in real time.

Move Day + 1 Settling In & Adjustments



- ☐ **Make Workspace Adjustments**
Work with Move Solutions' "smooth set" crew to fine-tune furniture, layouts, and setups so employees feel comfortable in their new surroundings.
- ☐ **Document Damages**
Create a list of any damages to company assets or facilities, and provide detailed reports to the appropriate suppliers for resolution.

The day after the move is about fine-tuning. With the help of Move Solutions' "smooth set" crew, adjustments can be made to ensure employees are comfortable in their new environment. At the same time, document any damages for quick resolution with suppliers.

Additional Tip:

Encourage employees to share feedback on their new workspaces. Early input helps identify small changes that improve comfort and productivity.

Move Day Through Two Weeks

Wrap-Up & Decommissioning



Decommission Origin Space

Clear and restore the previous office space to meet lease requirements.



Liquidate Old Furniture

Work with Office Furniture Plus to remove and repurpose unneeded furniture efficiently.

After the move, attention turns to closing out your old location. Decommissioning the origin space and liquidating unneeded furniture ensures compliance with lease agreements and reduces costs. This phase finalizes the transition and allows your team to focus fully on the new workspace.

Additional Tip:

Schedule liquidation and decommissioning services early to avoid penalties for delays and to maximize the resale or recycling value of old furniture.

Move Complete!

You've successfully navigated one of the most complex business transitions companies face. What started with strategic planning has culminated in a seamless relocation to your new workspace.



The Move Solutions Difference in Action

Throughout this journey, you've experienced the systematic approach that has made Move Solutions the trusted partner for thousands of successful office relocations.

Looking Forward

As you settle into your new space, remember that Move Solutions remains your partner for ongoing needs. Whether it's future expansions, reconfigurations, or technology updates, our comprehensive suite of services through the Total Office Solutions family of companies ensures you have support whenever and wherever you need it.

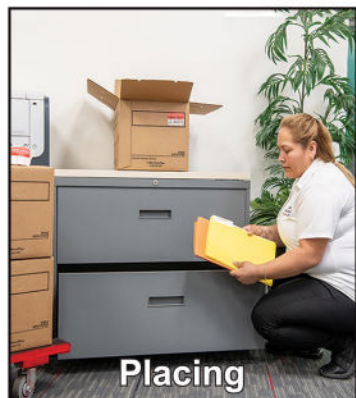
People And Products That Work For You — "Anywhere" You Need Us

move solutions®

A Total Office Solutions "Anywhere" Company

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

The MSL "Quik-Box" MovePlan



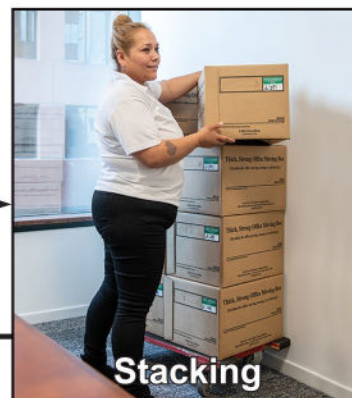
Placing

- Always put heavier items on the bottom of the box while keeping lighter items on top.
- Pad the bottom of each box with bubble cushioning, crumpled paper, or a towel. This will strengthen the box and add a layer of protection.



Packing

- Fill in any empty spaces in the moving boxes with packing paper, towels or clothing. This will prevent items inside from moving.
- Target weight should be 25 lbs or less.
- Close the self-locking lid securely.

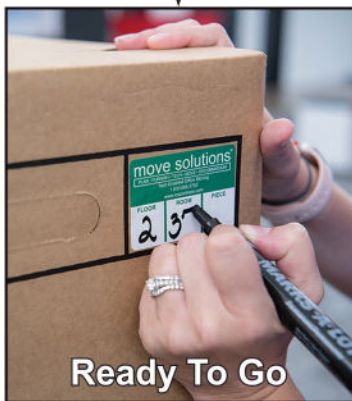


Stacking

- Pack the second box as you did the first.
- Continue the Stack & Pack™ process 3-4 boxes high.
- Move Solutions will not move boxes that are half packed or loosely packed.



Recyclable
250,000 Pounds
Of Cardboard Boxes
RECYCLED and STOPPED
Going To The Landfill
Annually.



Ready To Go

- Affix your numbered move labels to the end of the boxes for easy identification.
- Move Solutions employees will move your boxes per schedule.



Unpacking

- Reverse the Stack & Pack™ process. Fold down the boxes as you empty them.
- Stack each box flat on the dolly.
- Contact Move Solutions to arrange for box removal & recycling.

MSL Custom "Quik-Box" Advantage

**Lightweight!
Durable!
Strong!
Inexpensive!
Recyclable!**



Project Management



LCD Monitor Preparation



Installation



Office Moving

866-322-9702

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People And Products That Work For You!

movesolutions.com

MSL Moving Boxes Are Lightweight, Efficient & Recyclable.

MSL Moving Boxes Are Strong, Durable & Inexpensive.

Move Solutions "Stack & Pack"™ Crate Process



1 Placing:

- Set your empty crates on the dolly.
- Roll the crates to the contents to be packed.



2 Packing:

- Pack your contents up to the line ½ inch below the top of first crate.
- Close the lid as shown.



3 Stacking:

- Pack the second crate as you did the first.
- Continue the Stack & Pack™ process 3-4 crates high.



When MSL implemented Crates, 250,000 Pounds Of Cardboard Boxes STOPPED Going To The Landfill Annually



4 Ready To Go...

- Affix your numbered move labels and security ties to the end of the crates for easy identification.
- Move Solutions employees will move your crates per schedule.

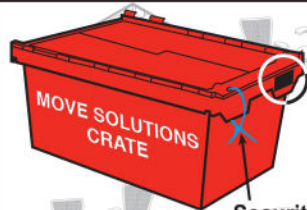


5 Unpacking:

- Reverse the Stack & Pack™ process. Nest crates together as you empty them, then place them back on the dolly after you remove your move labels from them.

**MSL
Crate Proofs**
Crush Proof!
Water Proof!
Theft Proof!
Topple Proof!
Packrat Proof!

Suggested Move Solutions, Ltd. Label Placement



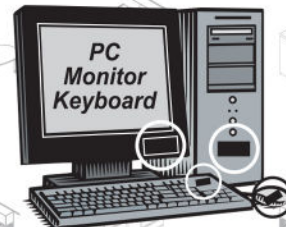
Move Solutions Moving Crate
(Remove Label After Use)



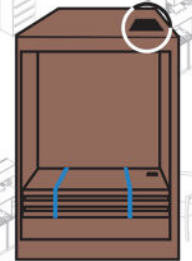
Move Solutions Moving Box



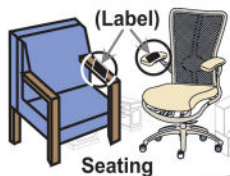
Filing Cabinet or Storage Cabinet



Computer
(Use TechTeam, Ltd. for Disconnect / Reconnect)

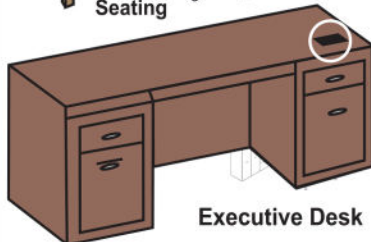


Bookcase
(Remove and Bundle Shelves, Apply Moving Label to Each, Put in Bottom of Bookcase. Put Shelf Clips in Labeled Envelope in One of Your Crates.)

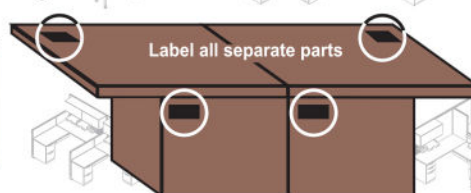


Seating

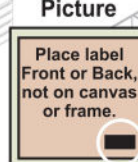
Move Label Placement



Executive Desk



Conference Table



Picture
Place label Front or Back, not on canvas or frame.
Identify High Value Pictures To TOS Supervisor



Office Sofa and Sofa Chair(s)

Set your target move date and work backwards to determine optimal start date

Find your desired move date in the "Current Date" column, then look across to see when you should start planning based on project complexity:

12 weeks: Simple moves (small office, minimal complexity)

20 weeks: Complex moves (large office, construction required)

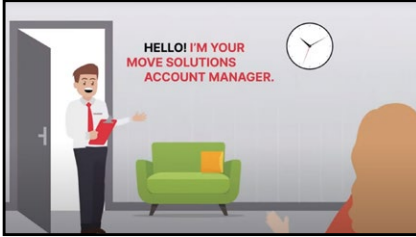
16 weeks: Standard moves (medium office, moderate complexity)

24 weeks: Enterprise moves (multiple locations, extensive coordination)

Week #	Current Date (Target Move)	Start Planning 12 Weeks Prior	Start Planning 16 Weeks Prior	Start Planning 20 Weeks Prior	Start Planning 24 Weeks Prior
1	Jan 1-7	Oct 9-15	Sep 11-17	Aug 14-20	Jul 17-23
2	Jan 8-14	Oct 16-22	Sep 18-24	Aug 21-27	Jul 24-30
3	Jan 15-21	Oct 23-29	Sep 25-Oct 1	Aug 28-Sep 3	Jul 31-Aug 6
4	Jan 22-28	Oct 30-Nov 5	Oct 2-8	Sep 4-10	Aug 7-13
5	Jan 29-Feb 4	Nov 6-12	Oct 9-15	Sep 11-17	Aug 14-20
6	Feb 5-11	Nov 13-19	Oct 16-22	Sep 18-24	Aug 21-27
7	Feb 12-18	Nov 20-26	Oct 23-29	Sep 25-Oct 1	Aug 28-Sep 3
8	Feb 19-25	Nov 27-Dec 3	Oct 30-Nov 5	Oct 2-8	Sep 4-10
9	Feb 26-Mar 4	Dec 4-10	Nov 6-12	Oct 9-15	Sep 11-17
10	Mar 5-11	Dec 11-17	Nov 13-19	Oct 16-22	Sep 18-24
11	Mar 12-18	Dec 18-24	Nov 20-26	Oct 23-29	Sep 25-Oct 1
12	Mar 19-25	Dec 25-31	Nov 27-Dec 3	Oct 30-Nov 5	Oct 2-8
13	Mar 26-Apr 1	Jan 1-7	Dec 4-10	Nov 6-12	Oct 9-15
14	Apr 2-8	Jan 8-14	Dec 11-17	Nov 13-19	Oct 16-22
15	Apr 9-15	Jan 15-21	Dec 18-24	Nov 20-26	Oct 23-29
16	Apr 16-22	Jan 22-28	Dec 25-31	Nov 27-Dec 3	Oct 30-Nov 5
17	Apr 23-29	Jan 29-Feb 4	Jan 1-7	Dec 4-10	Nov 6-12
18	Apr 30-May 6	Feb 5-11	Jan 8-14	Dec 11-17	Nov 13-19
19	May 7-13	Feb 12-18	Jan 15-21	Dec 18-24	Nov 20-26
20	May 14-20	Feb 19-25	Jan 22-28	Dec 25-31	Nov 27-Dec 3
21	May 21-27	Feb 26-Mar 4	Jan 29-Feb 4	Jan 1-7	Dec 4-10
22	May 28-Jun 3	Mar 5-11	Feb 5-11	Jan 8-14	Dec 11-17
23	Jun 4-10	Mar 12-18	Feb 12-18	Jan 15-21	Dec 18-24
24	Jun 11-17	Mar 19-25	Feb 19-25	Jan 22-28	Dec 25-31
25	Jun 18-24	Mar 26-Apr 1	Feb 26-Mar 4	Jan 29-Feb 4	Jan 1-7
26	Jun 25-Jul 1	Apr 2-8	Mar 5-11	Feb 5-11	Jan 8-14
27	Jul 2-8	Apr 9-15	Mar 12-18	Feb 12-18	Jan 15-21
28	Jul 9-15	Apr 16-22	Mar 19-25	Feb 19-25	Jan 22-28
29	Jul 16-22	Apr 23-29	Mar 26-Apr 1	Feb 26-Mar 4	Jan 29-Feb 4
30	Jul 23-29	Apr 30-May 6	Apr 2-8	Mar 5-11	Feb 5-11
31	Jul 30-Aug 5	May 7-13	Apr 9-15	Mar 12-18	Feb 12-18
32	Aug 6-12	May 14-20	Apr 16-22	Mar 19-25	Feb 19-25
33	Aug 13-19	May 21-27	Apr 23-29	Mar 26-Apr 1	Feb 26-Mar 4
34	Aug 20-26	May 28-Jun 3	Apr 30-May 6	Apr 2-8	Mar 5-11
35	Aug 27-Sep 2	Jun 4-10	May 7-13	Apr 9-15	Mar 12-18
36	Sep 3-9	Jun 11-17	May 14-20	Apr 16-22	Mar 19-25
37	Sep 10-16	Jun 18-24	May 21-27	Apr 23-29	Mar 26-Apr 1
38	Sep 17-23	Jun 25-Jul 1	May 28-Jun 3	Apr 30-May 6	Apr 2-8
39	Sep 24-30	Jul 2-8	Jun 4-10	May 7-13	Apr 9-15
40	Oct 1-7	Jul 9-15	Jun 11-17	May 14-20	Apr 16-22
41	Oct 8-14	Jul 16-22	Jun 18-24	May 21-27	Apr 23-29
42	Oct 15-21	Jul 23-29	Jun 25-Jul 1	May 28-Jun 3	Apr 30-May 6
43	Oct 22-28	Jul 30-Aug 5	Jul 2-8	Jun 4-10	May 7-13
44	Oct 29-Nov 4	Aug 6-12	Jul 9-15	Jun 11-17	May 14-20
45	Nov 5-11	Aug 13-19	Jul 16-22	Jun 18-24	May 21-27
46	Nov 12-18	Aug 20-26	Jul 23-29	Jun 25-Jul 1	May 28-Jun 3
47	Nov 19-25	Aug 27-Sep 2	Jul 30-Aug 5	Jul 2-8	Jun 4-10
48	Nov 26-Dec 2	Sep 3-9	Aug 6-12	Jul 9-15	Jun 11-17
49	Dec 3-9	Sep 10-16	Aug 13-19	Jul 16-22	Jun 18-24
50	Dec 10-16	Sep 17-23	Aug 20-26	Jul 23-29	Jun 25-Jul 1
51	Dec 17-23	Sep 24-30	Aug 27-Sep 2	Jul 30-Aug 5	Jul 2-8
52	Dec 24-31	Oct 1-7	Sep 3-9	Aug 6-12	Jul 9-15

Important Project Resources

Animated Pack Meeting Video

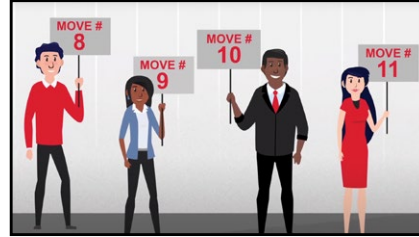


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OR SCAN QR CODE

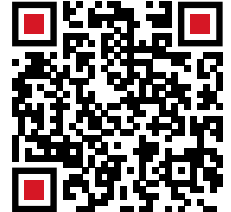


Move Solutions Project Plan



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TOS Educator 3 minutes



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TechTeam Solutions Prep/Move/Tech



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Furniture Solutions Now Furniture Liquidation

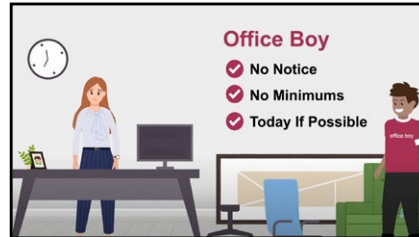


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Office Boy: Your Office Solutions Partner



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Move Solutions, Tech Team Solutions, Furniture Solutions Now, and Office Boy are part of the Total Office Solutions (TOS) family of “Anywhere” companies. Together they provide the services and products needed by a commercial tenant planning a relocation project. From workplace planning, furnishing, technology and moving to facility decommissioning, Total Office Solutions is a perfect partner resource. Our local and national clients use our complete flexibility to their advantage!

Hire Our Team and Expect Excellence

Choosing Move Solutions means opting for a partner who sees your success as their own. Our comprehensive service offerings and detailed, process-driven approach, ensure that your move is more than just a transaction; it's a strategic operation executed with precision and care in your city, across the country, or around the world.



The Office Moving Alliance Advantage: Local Expertise, Global Reach

Move Solutions stands at the forefront of global office moving services as a founding member of the Office Moving Alliance (OMA). Founded in 2007, OMA is a coalition of highly vetted relocation partners established to solutions on a global level, and we leverage this network to serve you better. This strategic alliance ensures that no matter the size, complexity, or destination of your move, Move Solutions will adhere to global standards of excellence.

Step-by-Step, Your Move is in Expert Hands

Understanding the unique demands of each move, we've perfected a process that ensures efficiency, transparency, and satisfaction from discovery to deployment and beyond.

Why Move Solutions?

Global Reach with a Personalized

Approach: Direct access to a global network of trusted partners, ensuring consistency and quality across all moves.

Process-Driven Precision: Our methodical approach ensures efficiency, transparency, and satisfaction, from initial consultation to post-move support.

All Solutions Under One Roof: From tech integration to furniture solutions and decommissioning, we manage all aspects of your move, delivering both convenience and cost-effectiveness.

A Customized Approach: Tailored solutions that adapt to your unique needs, backed by our proprietary technology for unparalleled oversight and control.

A Step-by-Step Process



Consultation and Discovery:

We begin with a comprehensive Q&A, establishing your precise needs, timelines, and special requirements. This helps us ensure a personalized approach from day one.



Detailed Proposal Within Two Weeks:

We deliver preliminary numbers quickly. You can even request them three months in advance, if necessary. This is inspired by our ongoing commitment to planning and transparency.



Agile Response and Planning:

Whether it's lease expirations or rapid decommissions, our agility is unmatched. We adapt by leveraging our OMA partnership for quick-turn projects and inflexible budgets.



Execution with Precision:

Every move is managed by our seasoned project managers with an eye for detail, supported by our OMA partners, and includes a tailored strategy. Our approach is not one-size-fits-all.



Post-Move Support and Analysis:

With tools like Brasstacks for inventory management and real-time tracking, you enjoy transparency and control even after your move is complete. This makes your transition as smooth as possible.

Global Strength, Personalized Touch

CASE STUDY 1

Delivering Adaptability to Keep Up with Enterprise Growth



Challenge

An international financial planning group with 70+ global locations had a need for relocation services as they expanded or consolidated facilities. This would include relocating furniture and electronics, as well as leaving vacated offices in preleased conditions.

Solution

Move Solutions' strategy includes their OMA network for regional support, site visits for bringing a space to pre-lease conditions, and detailed MovePlans. The team also provided packing materials, containers for purging excess product, furniture installation, and more.

Outcome

Not only have we met every moving challenge, we've also helped this 15-year client meet Green Initiative Metrics, which are intended to minimize the effect of disposed products on landfills. This has included repurposing furniture through donations, reselling, and recycling.

CASE STUDY 2

Simple Solutions for Complex, International Assignments



Challenge

A global tax services firm was in search of a moving partner to service their 50+ locations in the U.S., Canada, Australia, and Sweden. This would include a variety of activities, including handling artwork, disposing of unwanted materials, relocation of electronics, and decommissioning.

Solution

One relocation within Washington, D.C. included connecting with a local OMA resource and decommissioning leftover furniture. Phase 1 meant moving furniture, files, artwork, and computers. Phase 2 meant disposing of 8 truckloads of unwanted furniture and materials.

Outcome

The team has successfully supported moves in 55 locations and four countries. Recent success stories have included Vancouver, Chicago, and Arlington, VA. The client continues to rely on Move Solutions' seasoned professionals, detailed planning, and thorough execution.

CASE STUDY 3

Handling Military Hospital Renovations with Utmost Care



Challenge

A leading general contracting firm specializing in military hospital renovations needed a single moving partner to oversee U.S. projects and provide additional local partner support. These complex moves take 2-3 years and include warehousing and installations.

Solution

Move Solutions leveraged its extensive OMA partnerships to provide experienced local personnel. We also provided a Project Manager to oversee all of the initiatives, and collaborated with the client's team and local partners to achieve the desired outcomes.

Outcome

Move Solutions executed seamless transitions for this client. All projects were completed on schedule and on budget. No project experienced any downtime after the relocations were completed, and we received positive reviews from the client project leaders.

Beyond Moving: A Spectrum of Value-Added Services



TechTeam & Office Furniture Plus

From ensuring a smooth transition for your technology to providing fast, efficient furniture solutions, our integrated services make us more than movers.



Decommission & Re-Commission

Quick, agile decommissioning services, coupled with our strategic partnerships, mean we can handle the unexpected, turning challenges into opportunities for efficiency and cost savings.



Moves, Adds, Changes (MAC)

Our IT team steps in to make sure your computer equipment is kept up to date and aligned with your business requirements.

total office solutions®

A Total Office Solutions "Anywhere" Company

FURNISH • TECH • MOVE • LIQUIDATE • DECOM

corporate source

A Total Office Solutions "Anywhere" Company

CREATE • SPECIFY • FURNISH • CONTRACT MARKET

corporatesource.com

move solutions®

A Total Office Solutions "Anywhere" Company

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

movesolutions.com

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office furniture plus

A Total Office Solutions "Anywhere" Company

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

officefurnitureplus.com

office boy

A Total Office Solutions Company

NO MINIMUMS • NO NOTICE • TODAY IF POSSIBLE

officeboy.com

techteam solutions

A Total Office Solutions "Anywhere" Company

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

techteamsol.com

paintandcarpet.com

A Total Office Solutions "Anywhere" Company

PAINT • CARPET • RELAMPING • FURNITURE

paintandcarpet.com