

# Facility Liquidation + Decommission



You can count on Furniture Services Now to help relocate, repurpose, and recycle excess assets to return your space to be lease compliant.

We will assess your site, take a photo inventory of your assets, and create a proposal that values your excess assets and removal expenses.

We maintain our commitment to sustainability by prioritizing recycling and repurposing of your excess assets.

We Are 51% Woman Owned, 48% Veteran Owned , 1% Divine Intervention Owned.

## furniture services now

And Its "Anywhere"® Footprint

LIQUIDATION • DECOMMISSION • FURN REPAIR/REFURB

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# Your Furniture Repurpose Plan Starts Here!

## Your Business is Moving and Your Space Needs to Be Lease Compliant

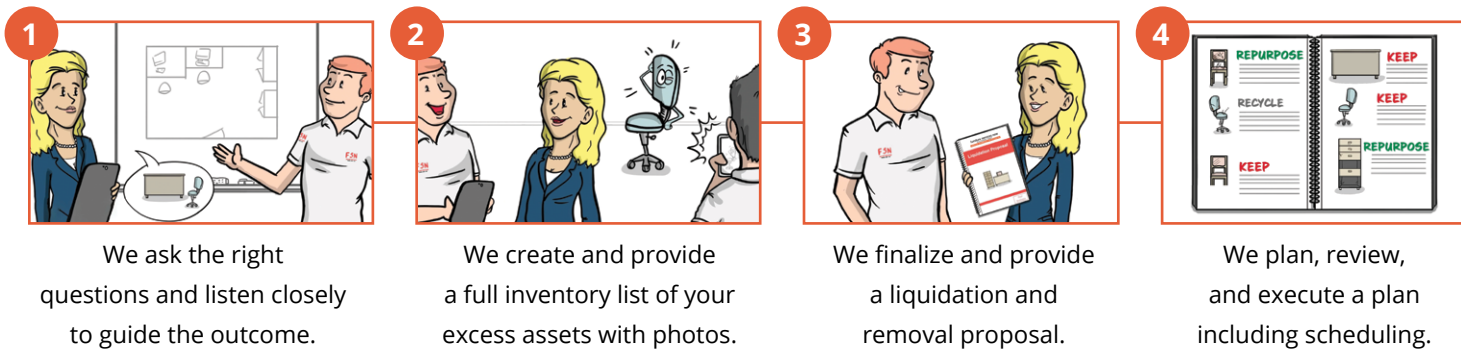
Your lease requires an empty space return to the landlord. What do you do with your excess assets? It's time for an integrated move, that includes an excess asset repurpose plan. Liquidation and Decommission are two tasks that are interconnected to each other. Our experienced team is specialized in planning and executing many cost-effective options to create the best results.



## Excess Assets Liquidation Process

### Serving Your Liquidation Needs "Anywhere"®

Furniture Services Now is a market leader in repurposing or sustainably disposing of excess assets. We know that in an ever-changing environment, some furniture and equipment just doesn't make the cut. That's why we apply a systematic assessment process to help customers make good decisions and preserve maximum value. Our team is experienced in providing a best-in-class experience and process to solve these questions. Our detailed approach below outlines what to expect.



## Your Excess Assets Liquidation Outcome

We use our photo inventory to evaluate whether your furniture can be cleaned and repaired for your own reuse, or if it has resale value or not. We then create a liquidation proposal. There will be one of three outcomes, each with its own benefits:

- Net-Positive Outcome** Your office furniture's resale value is worth more than our removal and disposition expense. That's great news for you, because it results in you being paid a positive difference.
- Net-Neutral Outcome** The resale value is equal to our removal and disposition expense. Great news to you again! That results in your space being cleared at no cost to you.
- Net-Negative Outcome** The resale value is less than the removal and disposition expense, and results in your being charged a difference, yet still having everything removed.

# Our Joint Commitment to Sustainability



We recycle as much as possible to **authorized recycling facilities**—metal, plastic, wood, e-waste, and more.



We assist our communities with a better place to work and live by **donating** to local charities of your choice.



Our Rhino compaction trucks crush excess waste and reduce our landfill usage **by up to 50%**.

## The Facility Decommission Process

### Serving Your Decommission Needs “Anywhere”<sup>®</sup>

After you have moved and we have cleared your origin space of your old, excess assets, 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.

Cleaning, ceiling tile repair, relamping, dry wall repair, removing all low-voltage cabling from plenum areas; anything that is more than “normal wear and tear” will need to be attended to. Trusting us to decommission your space allows you to focus on your business and your customers. At Furniture Services Now, our job is to make sure you are served well again and again.

#### Furniture Solutions Now returns your space to your landlord broom-clean and lease-compliant!

- Furniture Analysis
- e-Waste Analysis
- Asset Appraisal
- Asset Removal
- Repurpose/Recycle
- Touch Ups/Repair
- Recarpeting/Retiling
- Repainting
- Relamping
- Equipment Replacement
- Cable Removal
- Final Clean



We do a pre-departure assessment of your space, taking a careful photo inventory and documenting damage to access points, including walls, power poles, core holes, cables, etc.



We create a detailed proposal that includes the cost of repairs and detailing of the requirements to conform to your lease.



The entirety of the project is managed, monitored, and tracked within our Brasstacks<sup>®</sup> Tech CRM all to make your space lease compliant. We do all the work, so you don't have to.

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# Liquidation + Facility Decommission FAQs

Here are answers to the most commonly asked questions. Have any more questions?  
Please call us at 1.800.668.3752 or visit [officefurnitureplus.com](http://officefurnitureplus.com) and we will be happy to help.

## How does the excess asset liquidation process work?

Our team will schedule a date and time to do a detailed inventory, take pictures, and evaluate your assets. We then create a proposal and analysis of the cost to remove, compared to the value of your assets.

## Are my excess assets worth anything?

We take a detailed inventory of your excess assets and provide you with a fast, accurate, and complete valuation of them.

## Will you remove it at no cost to me?

Our estimate valuation will determine if the cost to remove your excess asset is net-positive, net-neutral, or net-negative.

## What if we want to keep some assets?

If you'd like to keep certain items, no problem! The combined value of kept assets is calculated and deducted in our proposal.

## Do you take electronics, and what do you do with them?

Yes, we do! Most electronics are securely recycled or donated. Any items containing a hard drive, as specified by you, require signing an MDA (Material Disposal Authorization) form.

Furniture Services Now is part of the Total Office Solutions (TOS) Family of 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!

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

And Its Family of "Anywhere"<sup>™</sup> Companies

FURNISH • TECHNOLOGY • MOVE • LIQUIDATE



**techteam solutions**

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SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES



**corporate source**

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CREATE • SPECIFY • FURNISH • CONTRACT MARKET



**move solutions**<sup>®</sup>

And Its "Anywhere"<sup>™</sup> Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION



**office furniture plus**

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



**furniture services now**

And Its "Anywhere"<sup>™</sup> Footprint

LIQUIDATION • DECOMMISSION • FURN REPAIR/REFURB

