

# Office Environments That Inspire and Assure



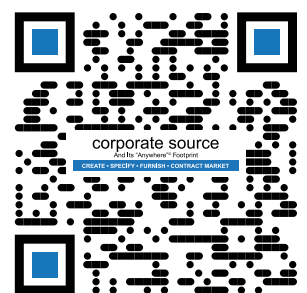
Form, function, and responsibility are the new success factors in workplace design—creating spaces that elevate your brand and empower your team members with the comfort and certainty to do their best work.

## corporate source

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## How Will We Serve Your Office Furniture Needs and Wants?

### Step Forward with Confidence

Our goal is the most efficient and effective realization of your workplace objectives. Corporate Source provides you and your design partners with customizable, end-to-end services, and resources to turn imagination into reality:

- Consultation and Concept Development
- Space Planning and Design Support
- Budget Development and Substantiation
- Furniture Options and Evaluations
- Return to Work Products
- Furniture Specifications and Finishes
- Furniture Related Services
- Options such as Facility Preparation, Relocation, Installation, and Tech
- Support, Commissioning, and Financing

### Count on Corporate Source Expertise

Our clients appreciate the unique breadth of services we provide, allowing us to deliver office solutions that are truly greater than the sum of their parts. We offer not only a vast selection of furnishings to suit a variety of end goals, but also the human expertise necessary to seamlessly develop and execute your project in the modern-day world—from materials selection and financial considerations to timing and installation accuracy.

### Top-Quality Products

Every workplace presents a one-of-a-kind set of nuances, which is why we partner with more than 200 manufacturers to bring our clients an unparalleled array of functional and aesthetic possibilities with tremendous value. Our masterful staff will guide you and your design partners through the complexities of furniture lines and delivery logistics as well as any health, safety, and security recommendations for these products.

**Corporate Source, Ltd. is a Total Office Solutions, LLP company.**

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# Clients Trust Corporate Source



## Completion Matters!

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# Our Office Furniture Focus Is on You



## Our focus is on meeting the needs of the business community

...the company that is an exciting start-up through that first-time new office with new furniture, to that second and third office where growth and success are firmly in place. Corporate Source is there to blend the transitions of environments, team growth, and financial abilities—always highlighting the culture of that firm's success.



## Our focus is on providing you with payment options

...that range from check, purchasing, credit card, and ACH—all accepted on our website, or great leasing options that stretch your reserves into a payment stream. Our leasing options also allow you to incorporate “soft costs” like data cabling, relocation services, and decommissioning expenses.



## Our focus is on enduring relationships

...driven by predictable and stable products, services, and people that you like.



## Our focus is on top-quality furniture

...that meets a fit, form, function, and aesthetic to accommodate the look and durability decisions of business people who know what they want and understand the value of a dollar well spent.

# Design Environments

## Make It Work in a Way That Invites You to Stay

Coming, going, standing, sitting, or leaning—the contemporary adaptive workspace requires complete flexibility. Whether you work from home, in the office, or wherever, the workspace must adapt to you!



### Reception

#### The first impression makes a difference

From Class A to Class C buildings, elegant or functional, a client or potential partner needs to see that your work environment has purpose and intent.

### Conference

#### Communication is key

Decisions are based on information and the way it is presented. Our technology solutions will make connectivity the last consideration when sharing those critical bits.



### Private Office

#### Work with all of your tools at hand

Many of the functions within a business require privacy. The office also provides the working space to store what you need while keeping it accessible.

### Open Plan

#### Systems—power beams—height adjustability

The term “cubicle” will for all time be associated with creating work spaces in an open area. However, there are hardly any workstations that would remind us of those boxes.



### Lounge and Break

#### Seating and tables for comfortable downtime

Everyone needs to eat and enjoy a moment of downtime. Creating a workspace inviting relaxation will allow for a positive shared space and experience.

### Training

#### For new employees or just getting the team updated

Flexible arrangements create dynamic learning environments that can expand as your demands change.

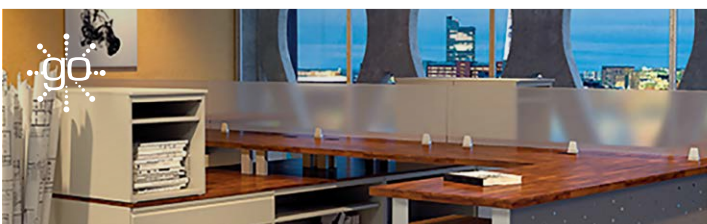
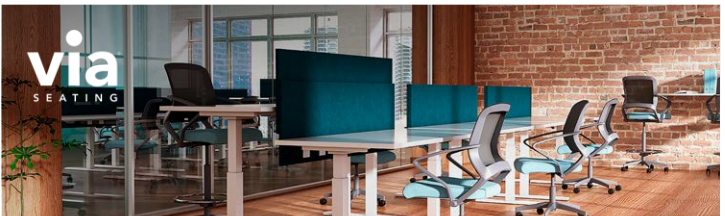
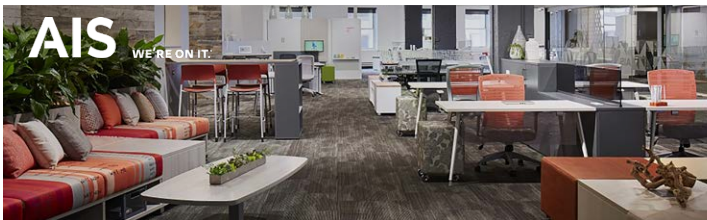




# Furniture Collections

## Corporate Source's Amazing Manufacturer Lineup! Nearly 200 and Counting!

At Corporate Source, we're industry leaders when it comes to understanding the nuances of various manufacturers. Our aim is to use that expertise to help you realize the possibilities—especially in today's unique climate—and find the perfect fit.



Tenured holder of a GSA schedule.

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# The Adaptive Workspace

## We Speak the Language of the Contemporary Office

Corporate Source is helping companies navigate the changing dynamics of a modern-day office environment. We strive to help clients preserve contact, continuity, and collaboration; protect the health and safety of their teams; and foster productivity at every level of the organization. This may involve different solutions for those who come to the office every day and others who utilize it as their base or touch-down point.



## Thoughtfully-Planned Office Furniture Solutions

With the right mix of products, planning, and creativity, we develop intelligent plans that help address the health and safety needs of the every day office. From retrofitting existing furnishings with appropriate screening measures to all-new designs from the ground up, our expert team has the perfect fix for your workplace.

## Our Manufacturers Shape-Shift Your Work Environment

We're proud to work with progressive furnishings partners who share our forward-thinking mindset for the future of the workplace.

When you find your way to your future, we'll be there to welcome you.



# Your Services

## A Vast Offering of Services to Transform Your Vision

Our process starts with listening. We strive to fully understand your objectives and meet you wherever you stand on the workplace furnishings continuum. We can help you work through every aspect, from the abstract to the invoice, by providing insight and service specifically where required. Our process map can help frame the conversation.



### Consult

#### Consultation and Concept Development



We seek out the latest and best research on workplace trends, so we can provide valuable counsel, regardless of your starting point. We'll work with you and your architect or designer to accurately translate your concept. Or we'll help you define a direction based on your goals and input from your team, then find and apply the right resources to visualize it. This is our business, and we thrive on navigating its dynamics.



### Plan

#### Space Planning and Design Support



We'll calibrate the next step to your needs and create layouts and renderings to depict your vision or interpret your design team's work product into a plan that can be priced and scheduled. Our goal is to help address critical issues such as space allocation for hybrid workforces, complex employee schedules, or whatever your workplace circumstances or orientation require.

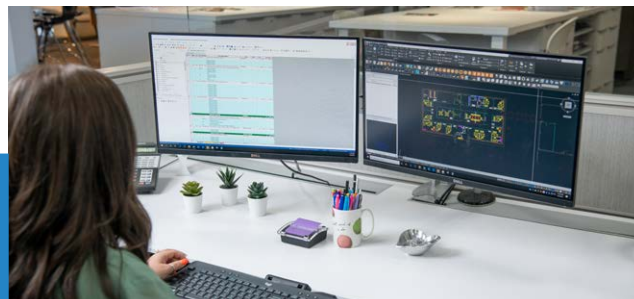


### Evaluate

#### Furniture Options and Evaluations



We relish our role as matchmakers and represent a broad spectrum of high-end to mid-market manufacturers. We know their personalities, strengths, and niches. We make it our business to understand their embrace of the adaptive workplace, mastery of materials, and nuances of customization, delivery, and warranty. This insight helps ensure the best solutions and may involve multiple specialists.



### Budget

#### Budget Development and Substantiation



Our needs evaluation and programming process, as well as our partnerships with over 200 furniture manufacturers, enable us to develop accurate, detailed budgets based on your plans. We can identify good/better/best options and include hybrid alternatives that blend new pieces with carefully pre-owned items and/or retain some of your existing components, where appropriate.





## Safeguard

### Return to Work Products



We seek out the latest and best research on workplace trends, so we can provide valuable counsel, regardless of your starting point. We'll work with you and your architect or designer to accurately translate your concept. We'll help you define a direction based on your goals and input from your team, and then find and apply the right resources to visualize it. This is our business, and we thrive on navigating its dynamics.



## Specify

### Furniture Specifications and Finishes



Every decision you make on shapes, configurations, materials, and fabric selections contributes to the realization of your vision. Whether you are matching an established aesthetic or pioneering a completely new look, we'll summon our experience to help you make the best, enduring choices for your brand, your teams, and your project parameters.



## Customize

### Furniture Related Services



Our comprehensive capabilities extend to all types of related services for single-source responsibility. Perhaps you require modifications to add tabletop power and data connections to a new or favorite conference table. We'll provide the expert craftspeople to handle it. We can also arrange for refinishing, reupholstery, repairs, steam, or other types of deep cleaning, as well as relocation and reconfiguration.



## Complete

### Options to Complete the Process



Above all, we are adaptive. While primarily a furniture planner and dealer, our role, as a part of parent company Total Office Solutions, enables us to add other options such as facility preparation and commissioning, office moving, furniture and equipment removal, installation and liquidation, technical support (including disconnecting/reconnecting IT equipment), as well as financing, including leasing. In addition, we invoice promptly, accurately, and with clear and easy-to-understand language.

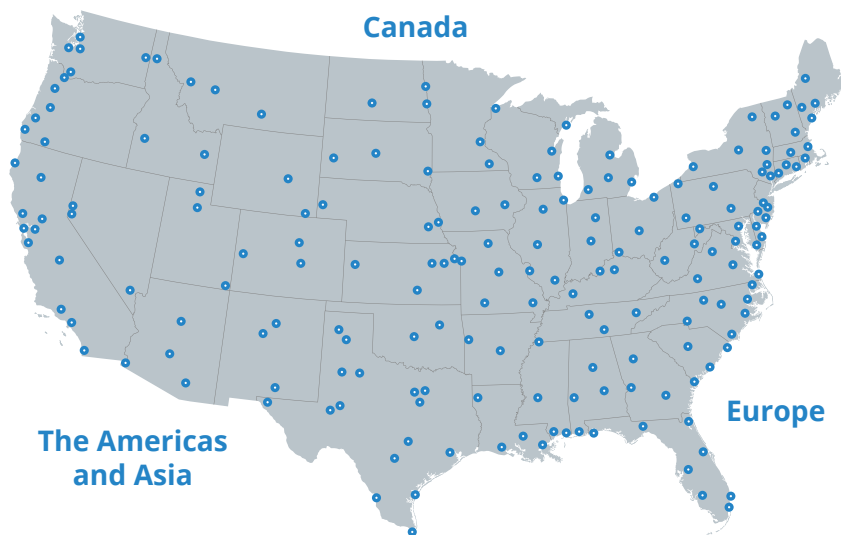
Corporate Source, Ltd., a Total Office Solutions, LLP company, offers an industry-leading array of services; an experienced partner at your elbow from the start of dialog to project completion.

# You. Corporate Source. "Anywhere"®

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

### Corporate Source Project Footprint

Get a quote today to get started with an expert at your elbow working for you and with you. History has proven over and over that Corporate Source is that expert.



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BEST-IN-CLASS PRODUCTS + ARCHITECTURAL WALLS + PROJECT MANAGEMENT



## premier workspace environments

collaborative + agile + flexible + personal

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## we listen to you, design for you, smile with you

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## convenient office furniture services

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## concierge client support

project tracking software + dedicated support + leadership follow-up



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

Corporate Source, Ltd. is able to provide current references for all types of furniture projects and clients.

In addition, we are heavily involved in industry affiliations.

For over thirty-five years, our thousands of clients have relied on Corporate Source for rigidly adherent, process-driven products and 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

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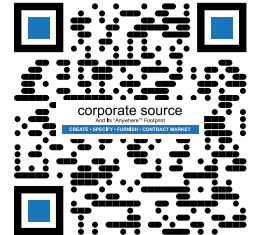
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