

# Your "Anywhere" Office Mover!



We are a Local and National provider of MAC (Moves, Adds, Changes) and Project Office-Moving Services.

We are your project's last supplier, but we are in many ways the least expensive and most important.

With your space built, you can trust us to take you out of and put you back into business per schedule.

We have never failed to respect that trust.

## move solutions®

A Total Office Solutions "Anywhere" Company

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

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





# Working with You;



# for You!

1.800.668.3752



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

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# The Result of Our Combined Effort is....

**Our Total Cost Will Be Less Than  
1% of Your Project Spend.**

**We Focus On Your Needs, Price,  
AND Value because ...**

**We Will Take You Out of Business.  
We Will Put You Back in Business.**

**We Have Never Failed That Trust.**





## How Will We Serve Your Needs and Wants?

### People, Teams, Geographic Reach: The strength of the Total Office Solutions Family of Companies.

Whether your need is local or national, our people, our teams of the Total Office Solutions Family of Companies, are the very heartbeat of our success. They represent the decades of experienced tenure, coupled with modern expertise in everything to do with office furniture and office moving that makes up for your need or to fill in what you just don't know that you don't know.

From background screening to quality work ethics, expect only the best and most qualified when it comes to our team of professional movers, installers, drivers, and warehouse workers.

Our growing teams, numbered at 400 people, each represent a family that we serve. With our industry-leading Tech-Enabled "BrassTacks" CRM, operating across all Total Office Solutions platforms, they support you with a completely transparent 24/7 "Anywhere" NOW set of process adherent tools.

Your project manager is your first point of contact. Based on Move Solutions' many years of experience, project managers and their support staff create a seamless turnkey move plan for your project planning needs. Our project managers often work hand in hand with Commercial Real Estate, A&D, and Independent Project Managers for your project's success.



**Tenured holder of a GSA schedule.**

**Move Solutions is a Total Office Solutions "Anywhere" Company.**

**total office solutions®**

And Its Family of "Anywhere" Companies

FURNISH • TECH • MOVE • LIQUIDATE • DECOM

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**techteam solutions**

A Total Office Solutions "Anywhere" Company

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

**office furniture plus**

A Total Office Solutions "Anywhere" Company

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

**corporate source**

A Total Office Solutions "Anywhere" Company

CREATE • SPECIFY • FURNISH • CONTRACT MARKET

**paintandcarpet.com**

A Total Office Solutions "Anywhere" Company

PAINT • CARPET • RELAMPING • FURNITURE

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# Interviewing Office Moving Companies? What Smart Questions Should You Be Asking?



## Office-Moving Experience

**How long has the office-moving company been in business and/or providing office-moving services? Is their business focus office-moving? What other services does the company provide that detract from its office-moving services?**

Move Solutions, Ltd. is completely focused on office and industrial office-moving services and has been doing so for more than 35 years. All of our employees and equipment resources are dedicated to providing these services and these services alone. Move Solutions is a family-owned business; therefore, we treat you like family. We also have a series of sister firms that liquidate office furniture, provide new furniture, and used furniture; plus we can refinish or refurbish your current furniture.



## Office-Moving Resources

**How many W2 movers, installers, drivers, and supervisors does the company employ, and are they all dedicated to office-moving services? What kind of background checks and/or drug testing is performed as part of their hiring process?**

Move Solutions, Ltd. supports more than 400 families and has the largest manpower resource dedicated to office and industrial office-moving services in the Southwest. Prior to hiring an employee, we run background checks and pre-employment drug screening. We also have the largest quantity of company-owned office-moving equipment in the industry.



## Office-Moving Process, Process, Process; Nothing Good Happens Without It!

**What system and technology does the company employ to take notes, prepare proposals, schedules, work orders, and communicate transparently with you and your team?**

Move Solutions, Ltd. employs a proprietary technology platform called “BrassTacks” that accepts data and creates, tracks, and reports all data relative to your project. It is cyber secure, fixed and mobile, transparent, real-time; if we know it, you know it, wherever you are!



## Office-Moving Insurances; ACCORD Form 25

**Does the office-moving company provide the following types of insurance?**

- Texas “Subscription” Workers Compensation for all of its employees
- General Liability
- Cargo/Transportation coverage
- Auto Liability



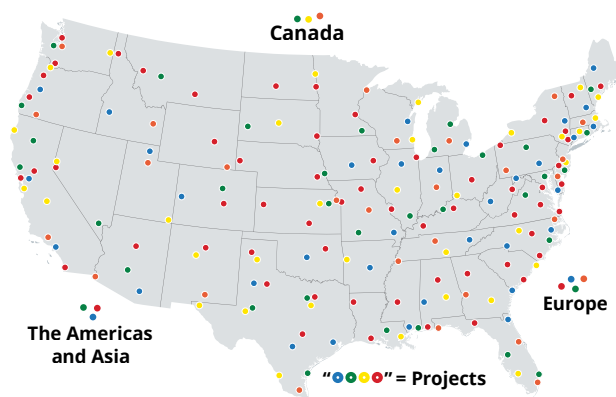
Texas “Subscription” Workers Compensation coverage provides you with the legal defenses available by Texas statute. CAUTION: Alternative workers compensation programs strip you of those defenses.

# You. Move Solutions. "Anywhere"

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

### Move Solutions Local, National, 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.



### National Moves, Adds, Changes, Project Services

We provide Moves, Adds, Changes (MAC), and Project services throughout the country and Canada: Transparent, Real-Time, and Guaranteed.

## Office Boy Resources for You

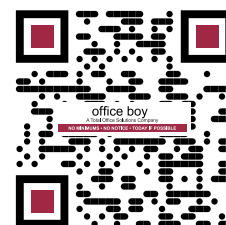
Count on Office Boy(s) and Office Girl(s) to be your on-call helping hands for any moving, install task or change.

# office boy

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**officeboy.com • 214.357.9111**



## Today, Tomorrow if Possible.

Are you planning an upcoming change to your office space? Want to clean out a storage room or reconfigure some cubicles? Is it time to hang artwork or build new shelving? Got a Smart TV you need to install in your conference room? Do you need to dispose of "anything?" Office Boy; no job too small!

When you need to get some things done in your workspace, Office Boy is ready to serve. Our job is not finished until you are completely satisfied. We are your hands-on helper for assembly, rearranging, and more. Our ready and capable team is here to assist you today, if possible, tomorrow with certainty; no notice, no minimums.

### OFFICE BOY RESPONSE; FAST FAST FAST!

Office Buildings – We work with property managers and staff

- General Contractors
- Flooring Companies
- Painting Contractors
- Restoration Companies –  
Water damage, freeze/flood



# 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-nine 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!"<sup>®</sup>  
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

# The Process...

1. **What Smart Questions Should You Be Asking?**

 **Office-Moving Experience**

How long has the office-moving company been in business and/or providing office-moving services? Is their business focus office-moving? What other services does the company provide that detract from its office-moving services?

Move Solutions, Ltd. is completely focused on office and industrial office-moving services and has been doing so for more than 35 years. All of our employees and equipment resources are dedicated to providing these services and these services alone. Move Solutions is a family-owned business; therefore, we treat you like family. We also have a series of sister firms that liquidate office furniture, provide new furniture, and used furniture; plus we can refinish or refurbish your current furniture.

## Smart Questions You Should Ask

Essential questions to be asked of office moving service providers. The answers to these questions will protect you from unpleasant drama, project failure, and financial loss.

2. **move solutions**

PROPOSAL | PLAN | FURNISH | TECH | MOVE | DECOMMISSION | PROPOSAL

san antonio proposal 29326 | Service Proposal For Sample Company | proposal date: 1/27/2020

**move solutions**

MOVE SCHEDULE | PLAN | FURNISH | TECH | MOVE | DECOMMISSION | MOVE SCHEDULE

san antonio proposal 29326 | Sample Company | proposal date: 1/27/2020

**move solutions**

MOVE PLAN | PLAN | FURNISH | TECH | MOVE | DECOMMISSION | MOVE PLAN

san antonio proposal 29326 | Sample Company | proposal date: 1/27/2020

## Tech-Enabled Process

Flexible yet rigid process adherence is our Service Ethos. Anything done right gets done due to systematic process, training to that process, and managing to that process. Process Protects You!



## Listening and Planning

The key to every successful office move is meeting expectations. Expectations are set at the start of our process. Detail, schedule, and communications are all necessary for a successful move.



## Project Management

Personal attention to every detail is key to saving you time and money. You will have your own personal project manager by your side to help ensure success.



## Property Protection

Our insured, background-checked teams will pre-walk your origin and destination spaces and buildings. We then install property protection in respect of you and your property manager. Zero damage is our normal!



## Shredding and eWaste Disposal

Pre-move, in-move, and post-move purging and shredding of unneeded records, assets, and electronic assets of every kind. This includes documented destruction certification.



# ...of Our Process!



## PC Peripheral De/Re Services

We de/re 3,500 PCs a month! Let our experienced technical staff provide knowledgeable pairs of hands while your team focuses on server transition plans.



## Stack-N-Pack, No-Lift Crates

Our signature red moving crates have revolutionized office moving. They're economical, crush-proof, and secure. We also provide cardboard moving boxes in every size.



## Furniture Installation

Our W2 employed, trained, very experienced Furniture Installation teams uninstall, reconfigure, and install all major furniture systems.



## Moving Your Firm

The physical part of your move means that it is time to take you out of business and then put you back in business in a timely and professional manner.



## Project Final Clean

Why worry about cleaning your vacated office when we can handle it for you? Our white-glove services will exceed your final lease requirements.



## Liquidation/Decommission

You have moved into a new space. Your old property manager wants his space back the way he gave it to you. We do that for you; lease-compliant, easy.

# Like What You See? Let's Get Started.

#1



## Contact Us to Get Started!

**1-800-MOVEPLAN** (1-800-668-7526), [sales@tospartners.com](mailto:sales@tospartners.com)  
or use [www.movesolutions.com](http://www.movesolutions.com) "Need a Quote or Coach?"

Contact us, and an experienced Account Manager will explain our family of services, what services are necessary for your needs, and how we can help you with your transition needs by either an on-site visit, phone call, or Zoom call.

Our entire evaluation and proposal service is timely, accurate, and at no cost to you.



#2



## Meet and Greet

**Meet your team lead by phone, in person, or via Zoom.**

Your Account Manager will meet with you by on-site visit, phone call or Zoom call to determine the scope of your move and needs and, if possible, conduct a walkthrough of the space. At that time, we will create a MovePlan and project proposal that fits all of your relocation requirements. Move Solutions takes full advantage of available technology like iPads, in-house designed software, and planned-out, time-efficient meetings to make your pre-move process super efficient. Our Tech-Enabled "BrassTacks" CRM in-house proprietary software system and estimation tools are top-notch, enabling us to focus on your personalized moving needs.

#3



## Schedule Your Move and Pack/Prep Meetings

**We plan your move via our Tech-Enabled "BrassTacks" office moving CRM.**

A Project Manager will work closely with your team to ensure your entire staff is fully prepared and ready for move day. Your Move Solutions Account Manager will either schedule a physical pack meeting with you and your team or will provide you with a Remote Access Animated Video Pack Meeting for your team distribution; it's your choice! During the pack meeting, we will explain how to best to pack their personal work belongings. Regardless of how complex or simple your move may seem, we will help you prepare and support you every step of the way.

#4



Asset / Paper /  
eCycle Purging  
Certified e-Waste  
Destruction

## Purging and e-Waste Disposal

**What Do I Do With My Useless STUFF?**

Move Solutions provides security bins for your confidential document purging, normal bins for simple document trash, and fully certified removal, proof of destruction, and eDisposal of all electronics that fit the list of "time to go!"

Working with your team, Move Solutions can provide a purging and eWaste collection and disposal process, which will ensure that you don't pay to move anything unnecessary and that all of your eWaste goes to the RIGHT disposal, repurpose, or reclamation resource.



# Working for You and with You!

#5



## Furniture Solutions

### Furniture Installation Professionals

Our W2 employed, trained, very experienced Furniture Installation teams uninstall, reconfigure, and install all major furniture systems.

Great people, great experience, tools, and process equal great results. Skilled installation teams are 100% covered by Texas “Subscription” Workers Compensation.

We maintain tidy, clean work areas. Your safety and our safety are important to both of us.

#6



## It's Your Move Night

### Who's Your Best Friend?

Move Solutions is your best friend on move night. We do all the heavy lifting; all you need to do is sit back and relax. Our experienced, professional team of movers and installers will arrive on time and ready to work. And because 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. Let our highly knowledgeable office-moving and installation crews take care of your office-moving needs today!

#7



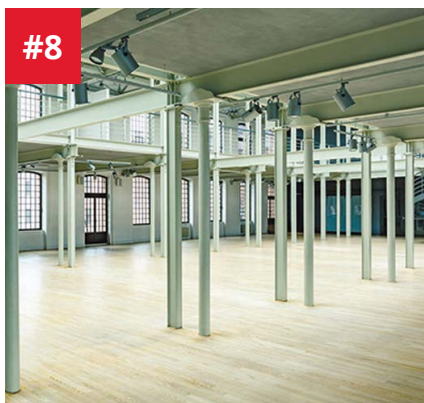
## Lease-Compliant, Post-Move Final Clean

### Let Us Be Your Janitor!

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—sans normal wear and tear. 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.

#8



## Liquidation/Decommission

### My Landlord Wants a Post Move-out Walk-Through. Am I Scared?

In addition to our Final Clean service, we are also an “Industry Best” furniture and asset liquidator. We can evaluate your used furniture and other assets for value and for cost of removal and disposition. We provide this service in a community-responsible, sustainable manner that provides you the maximum value available.

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And Its Family of “Anywhere” Companies

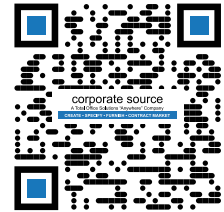
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## corporate source

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



## office furniture plus

A Total Office Solutions “Anywhere” Company

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



## techteam solutions

A Total Office Solutions “Anywhere” Company

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



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