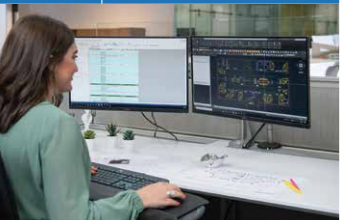







total office solutions®

And Its Family of “Anywhere”© Companies

FURNISH • TECHNOLOGY • MOVE • DECOMMISSION

BRAND BOOK

C	Corporate Source	f	Office Furniture Plus	t	Tech Team Solutions	m	Move Solutions	f	Furniture Services Now	O	Office Boy
											
Contract Furniture	Mid-Market Furniture	Technology Services	Office Moving	Furniture Services	Office Boy						
Office Environments That Inspire and Assure	The Leader in New and Used Office Furniture	TechTeam Solves Technology Moving/IT Change Needs	Project, MAC Office Moving	Liquidation and Facility Decommission	No Minimums, No Notice, Small Moves						

We Are 51% Woman Owned, 48% Veteran Owned 🇺🇸 🇻🇪, 1% Divine Intervention Owned.

About These Guidelines

The information in the following pages convey the essence of our brand and the guiding principles that not only shape how others perceive us, but also how they connect with us. In a world where products can be imitated, our brand stands firm with unique purpose. We aim to rise above the norms and build connections that go beyond transactions and resonate with our clients, partners and employees. We are driven by clarity and a steadfast consistency as we continue to build a truly distinctive business that attracts new and highly sought-after clientele.

“Success is not just about what you sell, but about the meaningful solutions you provide, the lasting connections you forge, and the positive impact you make in people’s lives.”

– Michael Monette/CEO of Total Office Solutions

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Brand Identity

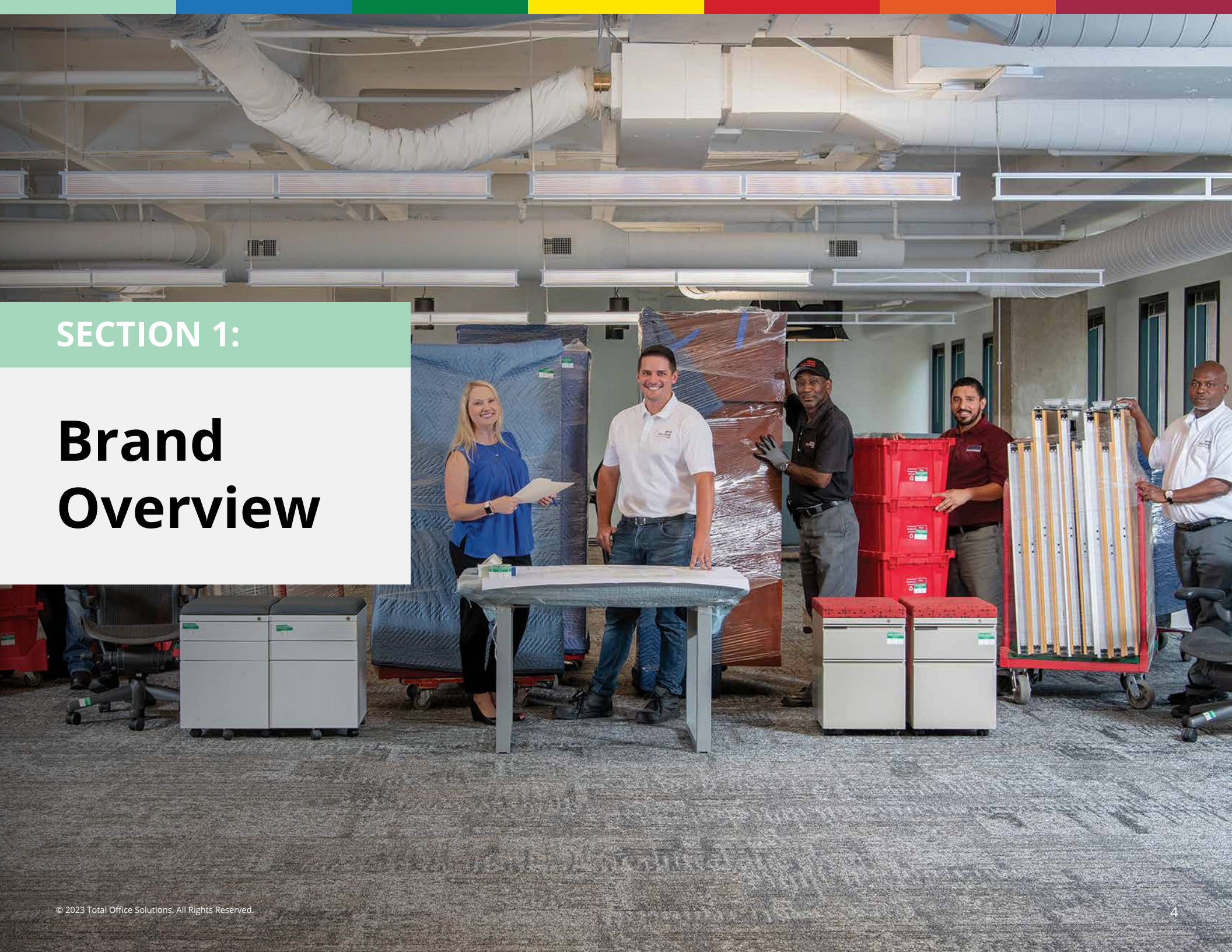
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SECTION 1:

Brand Overview



Our Total Office Solutions and Its Family of Anywhere Companies Story

In the spirit of partnership and dedication, Total Office Solutions (TOS) is more than just a service provider—it's a beacon of excellence and commitment. With its origins dating back to 1987, our family-owned and operated business has carved a niche that is uniquely our own, diligently serving as a tireless ally to our clients.

Our structure—51% woman-owned, 48% veteran-owned, and a divine 1%—reinforces our commitment to diversity. This means we foster and equitable workplace that celebrates the unique perspectives and contributions of individuals from all backgrounds.

Across city borders and beyond, Total Office Solutions (TOS) embodies its name by delivering comprehensive office solutions “Anywhere”©, at any scale—from local startups to multinational corporations.

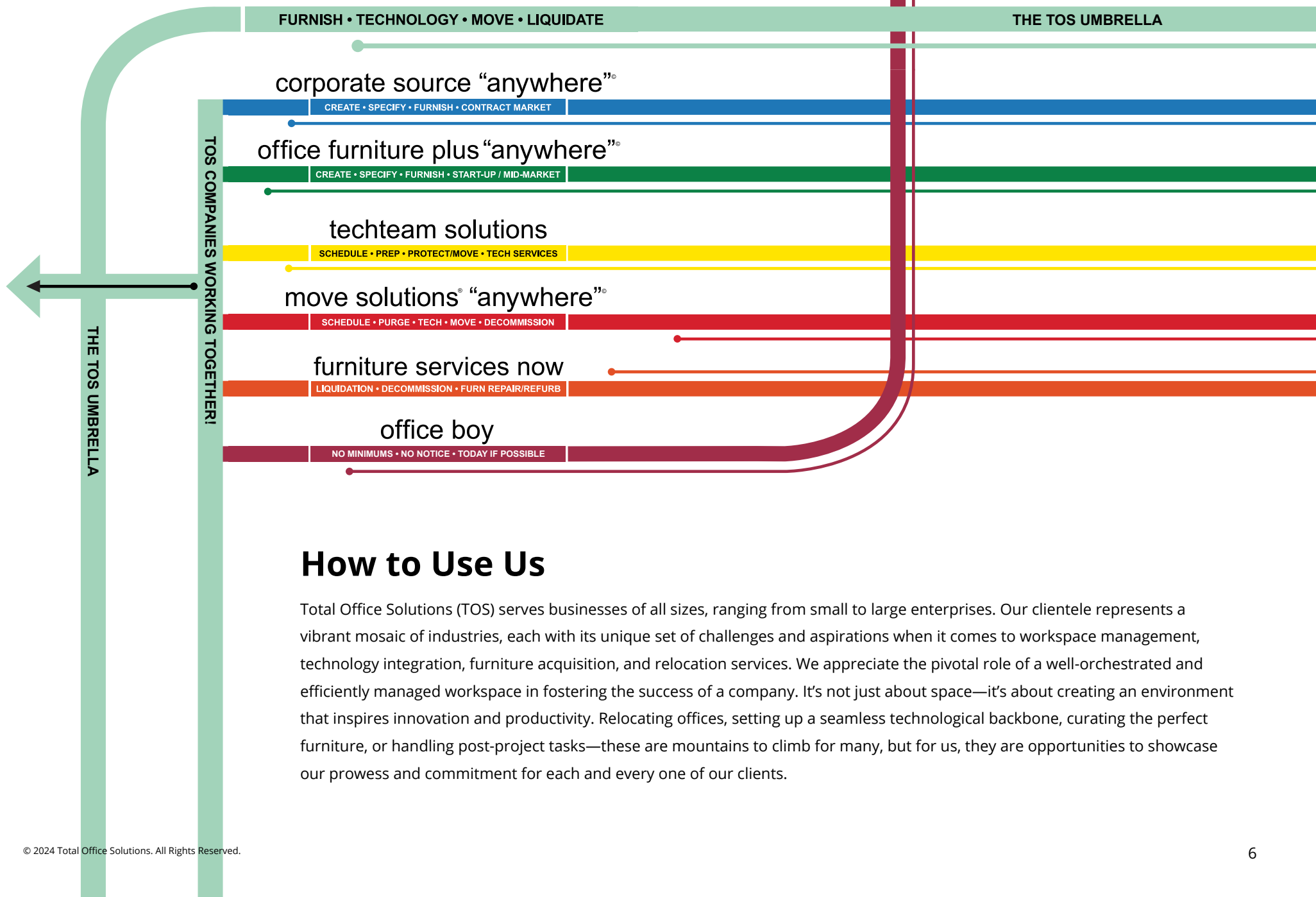
We started with a vision to converge diverse business needs under one roof, within the Total Office Solutions umbrella. Over three decades, we've meticulously cultivated our expertise and created a dynamic family of “Anywhere”© companies. Our reach spans a broad spectrum of office requirements—contract furniture, cutting-edge technology solutions, seamless office relocation, to dependable post-project support—we've got it all!

The TOS brand is synonymous with steadfast quality, unmatched resources, and risk-mitigating foresight. Our journey is a testament to our commitment to safety and dependability. We're not just prepared for the unexpected—we anticipate it, armed with the expertise to navigate through even the most challenging surprises with a sense of ease and agility.



How the total office solutions® (tos)

Family of “Anywhere”® Companies Work for You



How to Use Us

Total Office Solutions (TOS) serves businesses of all sizes, ranging from small to large enterprises. Our clientele represents a vibrant mosaic of industries, each with its unique set of challenges and aspirations when it comes to workspace management, technology integration, furniture acquisition, and relocation services. We appreciate the pivotal role of a well-orchestrated and efficiently managed workspace in fostering the success of a company. It's not just about space—it's about creating an environment that inspires innovation and productivity. Relocating offices, setting up a seamless technological backbone, curating the perfect furniture, or handling post-project tasks—these are mountains to climb for many, but for us, they are opportunities to showcase our prowess and commitment for each and every one of our clients.

Total Office Solutions Architecture Overview

total office solutions®

And Its Family of “Anywhere”® Companies

FURNISH • TECHNOLOGY • MOVE • DECOMMISSION

Total Office Solutions, integrates a diverse suite of services and products, each one strategically woven into the fabric of our mission. Coined as our “Anywhere”® Companies, Each entity caters to a unique set of business needs that embodies the essence of what Total Office Solutions stands for.

corporate source

And Its “Anywhere”® Footprint

CREATE • SPECIFY • FURNISH • CONTRACT MARKET

Corporate Source helps our clients unlock the potential of their workspace with an extensive selection of top-quality furnishings from over 200 trusted manufacturers. We offer contract furniture that is functional and visually stunning with a comprehensive suite of services.

office furniture plus

And Its “An where”® Footprint

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

Office Furniture Plus breaks the mold of convention and reshapes the understanding of the workspace ambiance. Specializing in Mid-market furniture and blend solutions, Office Furniture Plus assembles environments designed to amplify a team’s inherent strengths, catalyzing their best attributes.

techteam solutions

And Its “Anywhere”® Footprint

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

Consider TechTeam Solutions the one-stop shop and tech backbone of any business, safeguarding the continuity of operations. TechTeam Solutions offers a robust portfolio of tech-related services—from data, voice, and audio/visual cabling to server relocation and IT inventory management.

move solutions®

And Its “Anywhere”® Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

Envision a seamless transition of any business space by one of the largest providers of office moving services in Texas and the nation, whether it’s local, regional or national. That’s what Move Solutions offers—expertise in office and business relocation. Services include Moves, Adds, Changes (MAC), to complex relocation projects.

furniture services now

And Its “Anywhere”® Footprint

LIQUIDATION • DECOMMISSION • FURN REPAIR/REFURB

Furniture Services Now specializes in liquidation and decommissioning, ensuring the repurposing or sustainable disposal of excess assets. Additionally, their comprehensive furniture repair and customized maintenance services effectively reverse the wear and tear of any office.

office boy

A Total Office Solutions Company

NO MINIMUMS • NO NOTICE • TODAY IF POSSIBLE

Office Boy provides support to all business units nestled under the Total Office Solutions umbrella. From assembly tasks to workspace rearrangements, Office Boy is adept at tackling a variety of tasks including small moves and offers same-day assistance with no prior notice and no minimums.

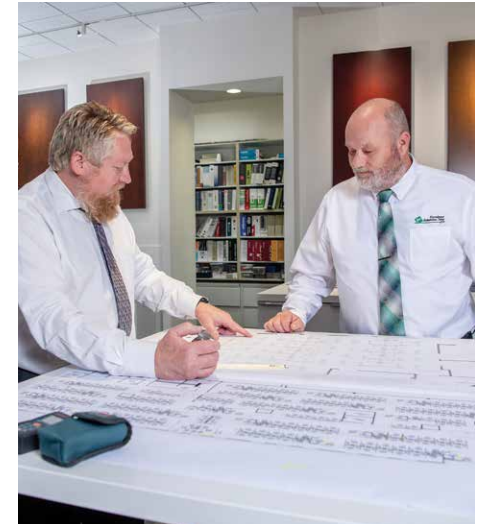
Total Office Solutions Architecture Service Lines

- **Contract Furniture Sales:** We elevate our clients' spaces with an exceptional selection of contract furniture, curating a collection that reflects their unique style and enhances their brand image.
- **Consultation and Concept Development:** We empower our clients to tap into their creativity as we collaborate closely with them, working together to bring out the full potential of their space.
- **Space Planning and Design Support:** We transform our clients' spaces into a workspace they can be proud of, expertly planning every inch to optimize functionality and create an environment that inspires productivity.
- **Furniture Options and Evaluations:** We immerse ourselves in a world of endless possibilities, curating a vast array of furniture options while carefully evaluating each one to ensure it perfectly aligns with our clients' vision.
- **Budget Development and Substantiation:** We help our clients' needs and wants become reality without breaking the bank, skillfully developing a budget that not only meets their requirements but also substantiates our incredible value.
- **Furniture Specifications and Finishes:** Our clients indulge in the aesthetics of furniture selection as we guide them through a selection of specifications and finishes, helping them create a space that exceeds their expectation.
- **Support, Commissioning, and Financing:** We provide our clients support from start to finish, handling every detail with precision and care, and exploring financing options that turn their needs into reality.

corporate source

And Its "Anywhere"™ Footprint

CREATE • SPECIFY • FURNISH • CONTRACT MARKET



Total Office Solutions Architecture Service Lines

- **Mid-Market Furniture Sales:** We offer our clients a wide selection of high-quality furniture solutions tailored to the needs of mid-market businesses, enhancing their workspaces with style and functionality.
- **Specification:** We provide expert guidance in selecting the right furniture specifications, ensuring that every piece meets our clients' design requirements and functional needs.
- **Space Plan Review:** We thoroughly assess our clients' space plans, offering insightful reviews and recommendations to optimize layout and maximize efficiency.
- **Receiving/Installation:** With meticulous attention to detail, we handle the receiving and installation process, ensuring that furniture is delivered and set up correctly, seamlessly transforming our clients' spaces.
- **Furniture Liquidation:** We assist our clients in efficiently liquidating their furniture assets, offering comprehensive services to manage the process and generate maximum returns.
- **Facility Decommission:** We facilitate the smooth decommissioning of facilities, efficiently managing the removal of furniture and equipment while adhering to industry regulations and sustainability practices.
- **Product Blend Services:** We curate a seamless blend of furniture products, combining various styles and functionality to create cohesive and inspiring work environments for our clients.

office furniture plus

And Its "An where"® Footprint

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



Total Office Solutions Architecture Service Lines

- **PC Disconnect/Reconnect and Computer Moving:** We ensure a seamless transition for our clients' IT infrastructure with professional PC disconnect/reconnect and computer moving services that minimize disruptions.
- **IT Moving Services:** We handle the safe and efficient relocation of our clients' IT assets, providing expertise and care to ensure the integrity and functionality of their technology during the move.
- **Server Relocation:** We execute a smooth and secure server relocation process, ensuring the seamless transfer of critical data and equipment to our clients' new environment.
- **Equipment Receipt & IT Inventory Management:** We offer our clients comprehensive services for equipment receipt and IT inventory management, maintaining accurate records and efficient organization of their technology assets.
- **Shredding & eWaste Disposal:** We prioritize data security and environmental responsibility through our secure shredding and e-waste disposal services that safeguard sensitive information and promote sustainable practices.
- **Sustainable Electronics Recycling:** We are committed to a greener future and provide sustainable electronics recycling solutions, minimizing electronic waste and contributing to environmental preservation for our clients.
- **Low Voltage Cabling Installation and Removal:** We provide low voltage installation for our clients' new office locations and offer professional low voltage wiring removal from their previous office location.

techteam solutions

And Its "Anywhere"® Footprint

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES



Total Office Solutions Architecture Service Lines

- **Relocation:** We facilitate the transition of our clients' businesses to new locations, ensuring a smooth and stress-free move.
- **Installation:** We install and set up furniture, fixtures, and equipment, bringing our clients' spaces to life with precision and care.
- **Logistics and Warehousing:** We manage intricate logistics needs and provide secure warehousing solutions, ensuring the efficient storage and transportation of our clients' assets.
- **Moves, Adds, and Changes (MAC):** We handle all requests for reconfiguration and adjustments, accommodating our clients' evolving needs.
- **Furniture, Fixtures, and Equipment (FF&E):** We curate a comprehensive range of furniture, fixtures, and equipment, offering our clients exceptional choices to enhance their spaces.
- **Operating Supplies and Equipment (OS&E):** We provide a wide range of operational supplies and equipment, equipping our clients' spaces with the essential tools they need for seamless operations.
- **BrassTacks; Tech Enabled Moving:** We leverage cutting-edge technology to revolutionize the moving experience, streamlining processes and providing our clients with a tech-enabled, efficient, and hassle-free relocation.

move solutions®

And Its "Anywhere"® Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION



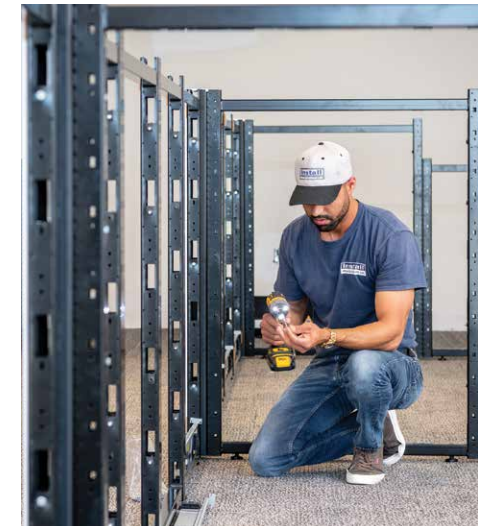
Total Office Solutions Architecture Service Lines

- **Furniture Touch-Up and Repair Services:** We offer our clients facility quarterly and bi-annual maintenance programs to keep their space pristine all year long.
- **Furniture Refinishing and Reupholstery:** Our skilled artisans specialize in refinishing and reupholstery services, transforming our clients' furniture to its original state or giving it a fresh, updated look.
- **Furniture Part Replacement:** With an inventory of hardware and decor accumulated over 20 years of service, we provide efficient and reliable furniture part replacement, salvaging missing or damaged pieces for our clients.
- **Cubicle Reconfigurations:** Our team specializes in optimizing office layouts through cubicle reconfigurations, ensuring flexibility to accommodate changing needs and maximize productivity.
- **Electrostatic Painting:** Utilizing advanced techniques, we provide furniture with a smooth and durable finish through electrostatic painting, offering a cost-effective alternative to replacement.
- **Work Surface Modification:** Our precise work surface modification services allow us to customize our clients' workspace surfaces, including resizing, reshaping, staining, painting, and resurfacing to achieve their desired vision.
- **Lock and Key Services:** We provide comprehensive lock and key services, offering options to add locks to existing cabinetry, increase security, re-key storage, or change lock types to meet our clients' needs.

furniture services now

And Its "Anywhere"® Footprint

LIQUIDATION • DECOMMISSION • FURN REPAIR/REFURB



Total Office Solutions Architecture Service Lines

(Dallas and Surrounding Areas)

- **Small and Medium Moves:** We specialize in hassle-free small and medium office moves, providing efficient and reliable relocation services tailored to meet our clients' needs.
- **No Minimum, No Notice Moving:** We offer flexible moving solutions with no minimum requirements and no advanced notice, ensuring swift and convenient transitions for our clients.
- **Wall Hangings:** Our skilled team handles professional wall hanging services, enhancing office spaces with curated artwork and decorative elements that reflect our clients' style and brand.
- **Furniture Removal:** We efficiently manage furniture removal, assisting our clients in decluttering and optimizing their office space while ensuring proper disposal or relocation of unwanted items.
- **Same-Day Installation:** With our expedited same-day installation services, we quickly set up and assemble office furniture, allowing our clients to resume their operations promptly.
- **Shelving:** We provide customized shelving solutions that maximize storage and organization, optimizing the functionality of our clients' office spaces.
- **Office Cleaning:** Our comprehensive office cleaning services maintain a pristine and sanitary work environment, ensuring a fresh and professional atmosphere for our clients.

office boy

A Total Office Solutions Company

NO MINIMUMS • NO NOTICE • TODAY IF POSSIBLE



Our Pillars of Success

Our Pillars encapsulate the commitment to serve businesses with **reliability, flexibility, efficiency, experience, and commitment**. These pillars are not just principles, but the very essence of our identity, reflecting the way we operate within the business landscape.



Reliable

Total Office Solutions (TOS) is a stable and reliable ally for businesses, consistently delivering high-quality services and solutions that our clients need, regardless of project complexity or scale.



Flexible

In a world of ever-changing business needs, TOS showcases adaptability, offering a range of versatile solutions and services designed to meet the unique requirements of every client we serve.



Efficient

We value your time at TOS. Our suite of services is meticulously crafted to streamline process, ensuring swift and seamless transitions, installations, and relocations that keep your business moving forward.



Experienced

With over 37 years of industry leadership, TOS brings a depth of expertise to every client interaction. We leverage our collective experience to deliver solutions that align with our clients' business needs.



Committed

We're more than a service provider — we're a partner to our clients. Our commitment to our clients' success drives us to building lasting relationships based on trust, transparency, and mutual respect.

Total Office Solutions Brand Framework

Our Vision

To be the most trusted and sought-after partner for business locally, regionally, globally for innovative, and seamless office solutions.

Our Mission

Inspire workspaces that foster creativity, efficiency, and growth, through the Total Office Solutions family of companies, each excelling in their distinct services, while collectively contributing to the client's success.

Our Purpose

To build enduring partnerships that add value and ensure each one of our client's needs are met with quality, reliability, and excellence.

Brand Personality

Total Office Solutions and its family of companies exudes a vibrant and innovative brand personality, that promotes a spirit of creativity, professionalism, and unparalleled expertise. With a dynamic and forward-thinking approach, we inspire our clients with a sense of excitement and possibility, empowering them to elevate their spaces and uncover their full potential. Our brand radiates passion, sophistication, and a commitment to delivering exceptional solutions that exceed expectations. We are the catalyst for transformation, bringing energy and enthusiasm to every project and establishing ourselves as a trusted partner for our clients.

Our Unwavering Commitments to You



STABLE AND PREDICTABLE:

No Surprises, No Puzzles, No Mysteries

This is our commitment to our family, your family, our workforce, our client base, and our supply chain.

The Monette Family



Our Leadership Philosophy

Leading from the front, firmly and with compassion.

Our Core Values



Customer-focused

The needs of our clients are at the forefront of all we do. We strive to exceed expectations, providing tailored solutions to meet the unique requirements of each business we serve.



Quality and Excellence

We are committed to delivering the highest standard of service, ensuring excellence in every aspect of our operations. Our reputation is built on the quality of our work and our unwavering commitment to excellence.



Reliability and Dependability

We understand the importance of trust in our relationships with clients. That's why we prioritize reliability and dependability, ensuring we deliver on our promises every time.



Innovation

We believe in continuously evolving and adapting to changes in the business environment. Our commitment to innovation drives us to seek the latest technology to better serve our clients.



Integrity and Transparency

We operate with the highest level of integrity and maintain transparency in all our dealings. We believe in open and honest communication, fostering trust and credibility with our clients.



Collaboration

We value the power of teamwork, both within our organization and with our clients. By fostering a collaborative environment, we believe we can achieve exceptional results.



Sustainability

We strive to operate in a manner that is sustainable and environmentally friendly. We take our responsibility to our planet seriously and seek to reduce our impact where possible.



Resilience

We pride ourselves on our ability to adapt and overcome challenges. Our resilience ensures we can deliver effective solutions even in the face of adversity.



Diversity and Inclusion

We celebrate diversity within our organization and promote an inclusive environment. We believe that a diverse workforce drives creativity, innovation, and better decision-making.



Community Engagement

We believe in giving back to our community and strive to make a positive impact through various initiatives and contributions.

SECTION 2:

Brand Identity

Crafting Our Voice

At Total Office Solutions, our tone of voice is the vibrant thread that weaves through every word we speak and write. It captures our personality, giving life to our story and setting us apart. Our tone is **bold with a human touch**.

We prioritize important information, presenting it with clarity and grouping related ideas. We use concrete language to simplify complexity, avoiding lengthy sentences that distract. Total Office Solutions speaks with a voice that is captivating and inspires genuine connections. Through our carefully crafted tone, we share our story authentically, leaving a lasting impression.

Our Voice: Bold

To embody the boldness of our brand, we **embrace a tone that is direct, and intelligent.** We prioritize clarity without compromising our expertise, presenting essential information with precision. **Our bold voice** is concise and thoughtful, avoiding unnecessary complexity. We streamline our communication, ensuring every word carries purpose.

Stable and Predictable

Total Office Solutions and its family of companies must emphasize a brand built on the foundation of stability and predictability. We take pride in our consistent and reliable services that ensure our clients' needs are met every single time. As a trusted partner, our customers can rely on us to deliver services and solutions, without surprises, puzzles or mysteries.

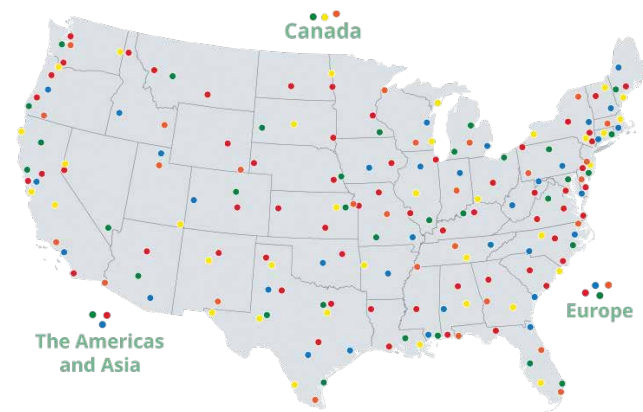
Building Trust Through Collaboration

Our motto, "We work for you and with you," underscores our dedication to fostering collaborative partnerships. We firmly believe in the interdependence of our clients' success and our own, driving us to prioritize a deep understanding of their distinct needs and objectives. Our teams treat every client as an extension of our own family, that nurtures lasting trust.

Please browse our websites and social media to properly get a sense of our tone of voice.

The Concept of "Anywhere"™

The concept of "Anywhere"™ is a bold and distinctive element utilized by Total Office Solutions. The phrase "Total Office Solutions And Its Family of "Anywhere"™ Companies" represents our capacity to serve clients across different geographical locations, be it local, regional, national, or global. This ability is made possible through our partnership with OMA (Office Moving Alliance). Our slogan, displayed on the logos of each business unit, "And Its "Anywhere"™ Footprint, further emphasizes our collective capability to provide services wherever our clients need them.



Our Voice: Human

We embrace a **human tone of voice that fosters authentic, relatable, and engaging conversations**. We believe in the power of genuine connections, inviting readers to embark on a personal journey with us. By understanding and respecting the diverse audiences we serve, we ensure our words resonate deeply, forging lasting connections.

Embrace the Personal Touch: Your Journey Begins Here

Our communication is personal and genuine, using inclusive language that brings readers into our world. By incorporating personal pronouns like “we,” “us,” and “you,” we create a genuine and welcoming tone that reflects the human side of our industry.

The Concept of it’s as Easy as 1, 2, 3, 4 ...

The phrase “It’s as Easy as 1, 2, 3, 4...” is used to highlight the seamless collaboration and integration among the various business units of Total Office Solutions. Each number communicates the ease and efficiency with which clients can access a wide range of services through its integrated and coordinated business units, simplifying the process of meeting their office needs.

1	FURNISH promotes	2	TECHNOLOGY promotes	3	MOVE promotes	4	LIQUIDATE promotes
Corporate Source and Office Furniture Plus, while emphasizing their expertise in providing high-quality furnishings for office spaces.		Tech Team Solutions, while highlighting their specialization in delivering comprehensive technology solutions for businesses.		Move Solutions and Office Boy, while showcasing their proficiency in professional office relocation and moving services.		Furniture Services Now, while emphasizing their capabilities in assisting with furniture liquidation and asset management.	

Please browse our websites and social media to properly get a sense of our tone of voice.

Messaging Framework

Our primary messages must **focus on sharing our story** through the touchpoints below, we can bring that story to life by showcasing the tangible and intangible benefits we provide.

Elevating Workspaces: Transforming Environments for Success

- Emphasize the profound impact our solutions have on elevating workspaces.
- Highlight the harmonious balance between functionality, aesthetics, and efficiency.
- Showcase the tangible value and wide-ranging benefits clients gain from our comprehensive offerings.

Empowering Connections: Catalyzing Growth and Collaboration

- Communicate our pivotal role as a connector and facilitator of growth and collaboration.
- Emphasize the invaluable access to innovative resources, insights, and expansive networks we provide.
- Showcase the inherent value of our network-powered ecosystem in driving success and fostering meaningful connections.

Customer-Focused Approach: Exceeding Expectations through Collaborative Partnerships

- Highlight our dedication to understanding and meeting clients' unique needs.
- Emphasize our collaborative and partnership-oriented approach, where client satisfaction is paramount.
- Communicate the exceptional service and tailored solutions we deliver.

Unleashing Potential: Empowering Success in the Modern Workspace

- Convey our deep belief in the untapped potential of individuals and teams within the modern workspace.
- Highlight the tools, support, and inspiring environment we provide to empower our clients' success.
- Showcase the transformative impact of our solutions on fostering engagement and driving sustainable growth.

Name Usage

It's important to **maintain consistency in name usage and capitalization across all communication channels** to strengthen the Total Office Solutions brand identity.

When using the names of the Total Office Solutions and its family of companies always write the name in title case.

Examples

Total Office Solutions	Move Solutions
Corporate Source	TechTeam Solutions
Office Furniture Plus	Office Boy

In subsequent mentions on the same page, it can be referred to as in its uppercase acronym.

Examples

TOS	MSL
CSL	TTS
OFP	OFB

Sample Use

Office Furniture Plus offers a wide selection of premium furniture with over 200 manufacturers in its lineup, OFP delivers.

Note: The logos utilize lowercase letters by design.

office furniture plus

And Its "An where"® Footprint

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

move solutions®

And Its "Anywhere"® Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

techteam solutions

And Its "Anywhere"® Footprint

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

Legal Information

Legal Information

When referring to the legal entity, use “Ltd” as the abbreviation, with “Ltd” in uppercase with no periods.

Examples

Corporate Source, Ltd	TechTeam Solutions, Ltd
Office Furniture Plus, Ltd	Office Boy, Ltd
Move Solutions, Ltd	

Confidential Information

Internal usage: For internal communications such as a PowerPoint presentation, it is important to include a statement of confidentiality at the bottom of the first slide or page. The format for the statement of confidentiality is as follows:

Examples

Total Office Solutions Confidential Information
Corporate Source, Ltd Confidential Information
Office Furniture Plus, Ltd Confidential Information
Move Solutions, Ltd Confidential Information
TechTech, Ltd Confidential Information
Office Boy, Ltd Confidential Information

Copyright Information

External usage: Please include a copyright line in all external communications to protect our intellectual property. The format for the copyright line is as follows:

Examples

© 2023 Total Office Solutions	© 2023 Move Solutions, Ltd
© 2023 Corporate Source, Ltd	© 2023 TechTeam Solutions, Ltd
© 2023 Office Furniture Plus, Ltd	© 2023 Office Boy, Ltd

Email Confidentiality Statement

Please include the statement below in all of your email communications under your email signature.

The information contained in this email may be confidential and/or legally privileged. It has been sent for the sole use of the intended recipient(s). If the reader of this message is not an intended recipient, you are hereby notified that any unauthorized review, use, disclosure, dissemination, distribution, or copying of this communication, or any of its contents, is strictly prohibited. If you have received this communication in error, please reply to the sender and destroy all copies of the message. Thank you.

Grammar and Usage

Total Office Solutions and its family of companies follow the guidelines of the Associated Press' AP Stylebook for our marketing communications. If there are questions, we reference AP Style and Webster's New world College Dictionary for styling, spelling and usage.

Reference the Associated Press' AP Stylebook here →

Reference Webster's New World College Dictionary here →

Acronyms and Abbreviations

Maintaining clarity is crucial to our verbal identity. Avoid acronyms and abbreviations that may be unfamiliar to readers unless the abbreviation is well known in the industry. Refrain from creating new abbreviations.

Sample Use

Clear Acronyms: Our experienced **IT** professionals are well-versed in equipment installation and **PC** Disconnect/Reconnect

Unclear Acronyms: Move Solutions works with **RMCS** or **CRPs** for large relocation projects (**RMC** stands for a relocation management company and **CRP** stands for a Certified Relocation Professional but may not be immediately clear to an individual)

Capitalization: Sentences and Paragraphs

Minimize unnecessary capitalization in sentences and paragraphs. Use lowercase when referring to services in a sentence. Sentence case is generally used for headlines, subheads, bulleted list, captions, and callouts, capitalizing only the first word and proper nouns.

Sample Use

Incorrect Capitalization Usage: Move Solutions specializes in **Local, Regional** and **National Services**. We work with small firms all the way to Enterprise Accounts and our services include **Relocation, Installation, Logistics**, and **Warehousing**.

Correct Capitalization Usage: Move Solutions specializes in **local, regional** and **national services**. We work with small firms all the way to enterprise accounts and our services include **relocation, installation, logistics**, and **warehousing**.

Grammar and Usage (continued)

Total Office Solutions and its family of companies follow the guidelines of the Associated Press' AP Stylebook for our marketing communications. If there are questions, we reference AP Style and Webster's New world College Dictionary for styling, spelling and usage.

Reference the
Associated Press' AP
Stylebook here →

Reference Webster's
New World College
Dictionary here →

Capitalization: Products and Services

Capitalize the names of Total Office Solutions products, programs, and services when using in headlines or bulleted lists.

Sample Use

- Stack-n-Pack No-Lift Crates
- Tech-Enabled BrassTacks CRM
- Asset Removal
- Liquidation
- Decommission

Capitalization: Headlines and Bullets

Use title case for headlines, subheads, bulleted list, captions, and callouts.

Examples

- Tech Enabled Office Moving; Transparent, Now, "Anywhere© on the Planet.
An Extensive Collection of Quality Furnishings and Innovations
- We Are Rigidly Adherent to Proven Processes.
- FF&E Receive & Deliver/Storage
- Move Solutions Pack Meeting

Logo Usage Guidelines

The Total Office Solutions logos personify the essence of Total Office Solutions – **simple, straightforward, and versatile**. The use of lowercase letters reflects our commitment to balancing the simplicity of our complexity.

<p>total office solutions® And Its Family of "Anywhere"™ Companies FURNISH • TECHNOLOGY • MOVE • DECOMMISSION</p> <p>total office solutions® And Its Family of "Anywhere"™ Companies FURNISH • TECHNOLOGY MOVE • DECOMMISSION</p>	<p>move solutions® And Its "Anywhere"™ Footprint SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION</p> <p>move solutions® And Its "Anywhere"™ Footprint SCHEDULE • PURGE • TECH MOVE • DECOMMISSION</p>	<p>office furniture plus And Its "An where"™ Footprint CREATE • SPECIFY • FURNISH • START-UP / MID-MARKET</p> <p>office furniture plus And Its "Anywhere"™ Footprint CREATE • SPECIFY • FURNISH START-UP / MID-MARKET</p>
<p>corporate source And Its "Anywhere"™ Footprint CREATE • SPECIFY • FURNISH • CONTRACT MARKET</p> <p>corporate source And Its "Anywhere"™ Footprint CREATE • SPECIFY • FURNISH CONTRACT MARKET</p>	<p>techteam solutions And Its "Anywhere"™ Footprint SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES</p> <p>techteam solutions And Its "Anywhere"™ Footprint SCHEDULE • PREP • PROTECT/MOVE PREP • TECH SERVICES</p>	<p>office boy A Total Office Solutions Company NO MINIMUMS • NO NOTICE • TODAY IF POSSIBLE</p> <p>office boy A Total Office Solutions Company NO MINIMUMS • NO NOTICE TODAY IF POSSIBLE</p>
<p>paintandcarpet.com And Its "Anywhere"™ Footprint PAINT • CARPET • RELAMPING • FURNITURE</p> <p>paintandcarpet.com And Its "Anywhere"™ Footprint PAINT • CARPET RELAMPING • FURNITURE</p>	<p>cubiclewarehouse.com And Its "Anywhere"™ Footprint CUBICLES • CASE GOODS • SEATING • eCOMMERCE</p> <p>cubiclewarehouse.com And Its "Anywhere"™ Footprint CUBICLES • CASE GOODS SEATING • eCOMMERCE</p>	

Logo Messaging Guidelines

The slogan and service line banner on logos are designed to be flexible and reinforce our collaborative spirit. The **slogan above the banner and text inside each banner can be customized to communicate specific message or service line**, as demonstrated below.

Entity Message Adjustments

techteam solutions

And Its “Anywhere”[®] Footprint

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

move solutions[®] reach

LIKABLE PEOPLE • TREMENDOUS RESOURCES • PROCESS, PROCESS + 30 YEARS OF REFERENCES VALUE

Service Line Message Adjustments

furniture services now

LIQUIDATION • DECOMMISSION • FURN REPAIR/REFURB

logistics + warehouse services

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

moves, add, changes (mac)

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

final clean

PREP YOUR LEASE SPACE FOR RETURN TO LANDLORD

brasstacks[®]; tech enabled moving

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







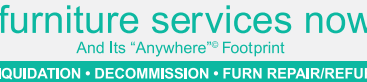

hospitality ff&e + os&e services

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

It is important to note that the logo artwork should never be redrawn or altered without permission. Any changes to the slogan or service line must be approved by the management team to maintain consistency and brand integrity.

Identity Misuse

Maintaining the integrity and strength of our brand is critical, and our logos plays a vital role in achieving this. This document provides valuable guidelines for the proper application of our logos. Equally important is understanding what should not be done with the logo. The examples provided here highlight specific actions to avoid.

			
✗ Avoid using drop shadows on logos	✗ Do not resize logo elements	✗ Do not stretch or distort the logos	✗ Avoid adding graphic elements to the logos
			
✗ Do not outline the logos	✗ Do not place logos on dark backgrounds. Use only light neutral or white backgrounds.	✗ Do not alter the colors of the logos	✗ Do not change the slogan or service line without permission

Minimum Size Guidelines

Clear space

The logo requires a minimum clear space, which is the area surrounding it that should remain free of any text or graphic elements. Clear space ensures that our logo stands out. The measurement of the minimum clear space is determined by the x-height of our wordmark.

0.5X		0.5X
		0.5X
	<div>total office solutions® And Its Family of "Anywhere"® Companies FURNISH • TECHNOLOGY • MOVE • DECOMMISSION</div>	1X
		0.5X

Minimum Size

Ensuring legibility is paramount for the Total Office Solutions logo artwork. Therefore, the logo should be sized adequately to ensure easy readability in all applications. While specific minimum sizes are provided, it is recommended to use a size larger than the specified minimum to enhance visibility and clarity.

total office solutions®
And Its Family of "Anywhere"® Companies
FURNISH • TECHNOLOGY • MOVE • DECOMMISSION

Print
1" wide (25.4 mm)

total office solutions®
And Its Family of "Anywhere"® Companies
FURNISH • TECHNOLOGY • MOVE • DECOMMISSION

Web
80 pixels wide

The minimum recommended width for the logotype is 1" wide on printed units, or 80 pixels wide for digital units.

total office solutions®
And Its Family of "Anywhere"® Companies
FURNISH • TECHNOLOGY • MOVE • DECOMMISSION

Print
0.5" wide (12.7 mm)

total office solutions®
And Its Family of "Anywhere"® Companies
FURNISH • TECHNOLOGY • MOVE • DECOMMISSION

Web
50 pixels wide

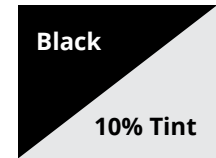
The minimum recommended width for the square logotype is 0.5" wide on printed units, or 50 pixels wide for digital units.

Color Palette

Our colors have been selected to work together under the Total Office Solutions umbrella or stand alone when individual branding is needed. Total Office Solutions and each business unit along with its service lines is assigned one primary color and two secondary colors. The simplicity of our color palette allows our photography to reinforce the distinct identity and purpose of our brand.

For text, black is the recommended color, providing optimal readability. It's important to note that black should never be used as a dominant primary or secondary color. Instead, it should be used sparingly for small graphic elements or icons to maintain balance and harmony. Gray is designated for shading in tables, adding visual depth and structure.

Secondary Color



- Pantone Black C
- C 0 M 0 Y 0 K 100
- R 0 G 0 B 0
- Hex 000000

Business Units



- Pantone 344 C
- C 36 M 0 Y 32 K 0
- R 164 G 215 B 188
- Hex a4d7bc



- Pantone 285 C
- C 85 M 50 Y 2 K 0
- R 31 G 117 B 184
- Hex 1f75b8



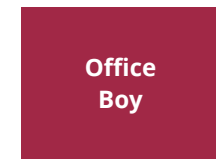
- Pantone 342 C
- C 88 M 25 Y 95 K 12
- R 3 G 129 B 69
- Hex 038145



- Pantone 200 C
- C 10 M 100 Y 95 K 2
- R 213 G 31 B 43
- Hex d51f2b



- Pantone YELLOW C
- C 2 M 4 Y 99 K 0
- R 255 G 230 B 0
- Hex ffe600



- Pantone 208 C
- C 27 M 96 Y 63 K 17
- R 161 G 40 B 70
- Hex a12846

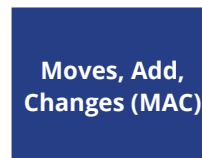
Service Lines



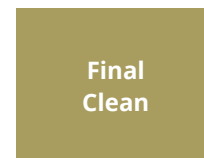
- Pantone 2026 C
- C 5 M 80 Y 100 K 0
- R 230 G 89 B 37
- Hex e65925



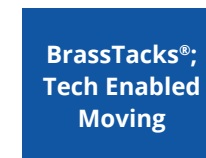
- Pantone 673 C
- C 4 M 68 Y 13 K 0
- R 231 G 116 B 156
- Hex e7749c



- Pantone 2132 C
- C 100 M 90 Y 15 K 3
- R 37 G 61 B 135
- Hex 253d87



- Pantone 7562 C
- C 36 M 31 Y 74 K 3
- R 168 G 157 B 96
- Hex a89d60



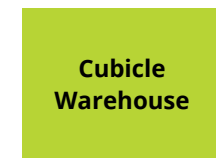
- Pantone 285 C
- C 96 M 74 Y 2 K 0
- R 13 G 85 B 164
- Hex 0d55a4



- Pantone 2191 C
- C 72 M 27 Y 0 K 0
- R 52 G 153 B 212
- Hex 3499d4



- Pantone --- C
- C 53 M 83 Y 0 K 0
- R 138 G 77 B 158
- Hex 894C9E



- Pantone --- C
- C 33 M 0 Y 99 K 0
- R 184 G 212 B 52
- Hex B8D434

Font Usage

Official Typeface (Print)

Open Sans is an open-source humanist sans-serif typeface, and one of the most widely used typeface on Google Fonts. This font offers simplicity in design and excellent legibility. According to Google, it was developed with open forms, and a neutral, yet friendly appearance. Open Sans is optimized for legibility across print and its wide range of font weights provide added options for text formatting. Open Sans is available for free with an Adobe account.

Open Sans

Open Sans Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890()?!@#%&*

Open Sans Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890()?!@#%&*

Digital Typeface (Web)

Inter is a versatile sans serif font designed specifically for digital environments and website typography. This font offers excellent legibility on various screen resolutions. Its wide range of font weights provides added options for text formatting. Inter is optimized for on-screen display, ensuring optimal clarity and visual consistency across different devices and browsers. It has become a popular choice for websites and digital applications, combining readability with a contemporary aesthetic.

Inter

Inter

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890()?!@#%&*

Inter Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890()?!@#%&*

Font Usage (Continued)

Shareable Safe Font (Microsoft Suite)

Arial is a versatile and widely used sans-serif typeface known for its simplicity and legibility. Its status as a default font on most devices and operating systems has contributed to its popularity, making it a safe and accessible choice for various applications.

The font's prevalence ensures consistent rendering across different platforms, ensuring a standardized appearance of text. Additionally, since Arial is a well-established font, it is generally considered safe for use in various projects and applications. Use Arial when Open Sans is not available or for projects that require a straightforward, no-nonsense approach to typography.

Arial

Arial Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890()?!@#%&*

Arial Bold

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

1234567890()?!@#%&*

A photograph of a white desk in an office setting. On the desk, there are several items: a large architectural blueprint with various lines and text, a color palette with numerous color swatches, and a 3D rendering of an office interior. The background shows a white filing cabinet with multiple drawers. The overall scene suggests a professional workspace for design or architecture.

SECTION 3:


Brand Deployment

PowerPoint

The Total Office Solutions PowerPoint template uses a simple yet contemporary design that reflects our brand. **Consistency in graphic and text is essential across all slides.** The following pages showcase different slide variations, demonstrating the use of fonts, secondary graphics, and photography. When creating new graphic elements, charts, and graphs, **it is crucial to adhere to our basic brand principles and utilize only the approved brand colors.**

The collage displays six distinct pages from the Corporate Source website, showcasing Total Office Solutions' services and products. The pages are arranged in a 3x2 grid. The top-left page, 'Our Family of "Anywhere" Companies', features a grid of six service categories: Contract Furniture, Mid Market Furniture, Technology, Office Move, Furniture Liquidation, and Helping Hotels Pick Project. The top-middle page, 'Our Complete Office Furniture and Relocation Services Provider', highlights the company's nationwide reach with a map of the United States. The top-right page, 'One Call, One Contact, Many Solutions', presents a row of various office furniture items. The bottom-left page, 'Corporate Source', includes a line chart titled 'Chart Title' showing trends across four categories. The bottom-middle page, 'Step Forward with Confidence', lists key services such as Space Planning, Design Support, and Furniture Options. The bottom-right page, 'Popular Manufacturers', provides a list of brands like Herman Miller, Steelcase, and Global. Each page includes a footer with the company name and page number.


PowerPoint



office furniture plus
Commercial Office Furniture • Meeting • Training • Reception

Office Furniture Plus "Anywhere"®

We offer you the country's largest selection of new and used office furniture.




You call me Charlie


We serve you Office Furniture Needs and Wants "Anywhere"®!

When it comes to office furniture, you don't just need desks, tables, chairs, and filing cabinets. What you really need are spaces for people to work, meet, share their belongings, and attend brief meetings. We don't just supply office furniture, we help you find the environment that allows your team's very best qualities to rise to the top AND enjoy their success!

Our designers pay attention to as much more than just furniture. They constantly work on real projects, build manufacturers' reputations, attend industry education, and perhaps most importantly, visit client sites before and during installation. They are not word designers, not CAD experts. They listen to you in a way that enables design magic.




office furniture plus
Commercial Office Furniture • Meeting • Training • Reception



office furniture plus
Commercial Office Furniture • Meeting • Training • Reception

Title of Page

Chart Title



Category	Series 1	Series 2	Series 3
Category 1	100%	75%	50%
Category 2	75%	50%	25%

More than 100 years in the largest supply provider of commercial and office moving services in Texas and a Leading National Award Winner in the United States! Our secret treasure, our hidden gem, is our customer service. We have been in the business of office furniture for over 100 years. Enabled private bank development as a "Third party" in our relationship with a partner company as a 100% employee, quality, customer, and service. Our relationship "secret" is our customer service. We have been in the business of office furniture for over 100 years. Enabled private bank development as a "Third party" in our relationship with a partner company as a 100% employee, quality, customer, and service. Our relationship "secret" is our customer service.

Our Services for you Keep in Mind; We Provide Much more than "Just" Furniture!

Listening, Design, Planning, Drawing <small>Customer service, design, planning, drawing, and installation of commercial furniture.</small>	Your Office Furniture Choices <small>Customer service, design, planning, drawing, and installation of commercial furniture.</small>	Deep Discounts, Short Lead Times <small>Customer service, design, planning, drawing, and installation of commercial furniture.</small>	Gain Wages, Time, Lessening' Losses, More to Lose! <small>Customer service, design, planning, drawing, and installation of commercial furniture.</small>	World Class Installation <small>Customer service, design, planning, drawing, and installation of commercial furniture.</small>
Total Office Solutions <small>Our family of companies is a one-stop solution for all your office furniture needs. We have been in the business of office furniture for over 100 years. Enabled private bank development as a "Third party" in our relationship with a partner company as a 100% employee, quality, customer, and service. Our relationship "secret" is our customer service.</small>	The Invisible Matters <small>Our family of companies is a one-stop solution for all your office furniture needs. We have been in the business of office furniture for over 100 years. Enabled private bank development as a "Third party" in our relationship with a partner company as a 100% employee, quality, customer, and service. Our relationship "secret" is our customer service.</small>	You Can Have Everything <small>Our family of companies is a one-stop solution for all your office furniture needs. We have been in the business of office furniture for over 100 years. Enabled private bank development as a "Third party" in our relationship with a partner company as a 100% employee, quality, customer, and service. Our relationship "secret" is our customer service.</small>	Listening, Carefully <small>Our family of companies is a one-stop solution for all your office furniture needs. We have been in the business of office furniture for over 100 years. Enabled private bank development as a "Third party" in our relationship with a partner company as a 100% employee, quality, customer, and service. Our relationship "secret" is our customer service.</small>	Technical Support <small>Our family of companies is a one-stop solution for all your office furniture needs. We have been in the business of office furniture for over 100 years. Enabled private bank development as a "Third party" in our relationship with a partner company as a 100% employee, quality, customer, and service. Our relationship "secret" is our customer service.</small>

© 2022 Office Furniture Plus Ltd. Confidential information

Page 1

© 2022 Office Furniture Plus Ltd. Confidential information

Page 2

Our "Move Solutions" Serve "Your Needs and Wants!"

The Power of "Anywhere™" for All of Your National Office Moving Needs
Move Solutions Services. We Work for You and With You. "Anywhere"™

How will we serve your needs and wants?

Move Solutions is the largest quality provider of commercial and office moving services in Texas and a Leading National Account Provider in the United States! Our national teams, our flexible and highly skilled labor force, and our state-of-the-art equipment, all work together to provide you with the highest quality service possible. Our team of experts will work with you to ensure performance, quality, economics, and results. Our Nationally recognized "Three-Phase" process, software integrations, with an early warning tool, provides real time transparent communication to you, your project partners alike.

Office Moving is one service of several that every project needs. All services and products are provided by national teams and owned equipment. We are nationally recognized, single platform quality and can work with you as a result. Responsive, transparent, real-time information available anywhere for you use.

Title of Page

Move Solutions is the largest quality provider of commercial and office moving services in Texas and a Leading National Account Provider in the United States! Our national teams, our flexible and highly skilled labor force, and our state-of-the-art equipment, all work together to provide you with the highest quality service possible. Our team of experts will work with you to ensure performance, quality, economics, and results. Our Nationally recognized "Three-Phase" process, software integrations, with an early warning tool, provides real time transparent communication to you, your project partners alike.

Title of Chart

10%
12%
30%
52%

+Label1 | +Label2 | +Label3 | +Label4

You. Move Solutions. "Anywhere"

Client Industries at a Glance

- Corporate relocation
- Regional and branch offices
- Manufacturing facilities
- Retail operations
- Government agencies
- Non-profit organizations
- Healthcare and medical facilities
- Education facilities
- High-end private estate support

National Account Services


- Comprehensive project management services
- Global office moving, closures, and relocations
- Open to move and for the municipalities
- Technology integration and support
- International projects
- Removals and installation
- Flexible and flexible solutions
- Early warning tool
- Real-time transparent communication
- Single platform quality
- Project management

Our Difference

- Global and private peak, no restrictions
- Global office moving, closures, and relocations
- Open to move and for the municipalities
- Technology integration and support
- International projects
- Removals and installation
- Flexible and flexible solutions
- Early warning tool
- Real-time transparent communication
- Single platform quality
- Project management

© 2022 Move Solutions, Ltd. Confidential information. Page 1

© 2022 Move Solutions, Ltd. Confidential information. Page 4



techteam solutions
TECHNOLOGY • IT SERVICES • PROJECTS • SUPPORT • TRAINING • SERVICES

Our experienced PC movers are ready to ensure your network assets have continuity.

TechTeam Solutions is an IT moving services provider specializing in corporate relocation. More than a moving company, we are a team of IT experts who understand the unique requirements of moving high-tech, high-value equipment.

Our Focus

Our focus is on small, medium, and large businesses. Whether you have a few dozen computers or hundreds of workstations, we can provide an organized, professional team to plan your move. We will listen to your needs and create a customized plan for your business relocation.

Our focus is on moving IT equipment carefully.

Our expert IT movers are experienced in carefully packaging computers, monitors, and network equipment for a safe, damage-free move. We also understand the importance of getting your new office set up and connected quickly, ensuring seamless business continuity.

techteam solutions
TECHNOLOGY • IT SERVICES • PROJECTS • SUPPORT • TRAINING • SERVICES

Delivering Technical Asset Continuity

Today's business relies on technology—and any interruption in service can bring operations to a halt. TechTeam Solutions delivers business continuity by expertly managing the relocation of servers, technology and IT systems. We provide local, regional, and global solutions for moving technical equipment and systems, including design, inventory management, on-premise/network services, Low Voltage Cable Installation/Performance and installation for data, voice, and audio-visual requirements.

techteam solutions
TECHNOLOGY • IT SERVICES • PROJECTS • SUPPORT • TRAINING • SERVICES

Why Hire TechTeam Solutions?

- Trusted team of reliable, full-time employees—not temporary contractors
- Consistent track record of service growth for 20 years, with no layoffs
- Ability to reach, no one of the give great leading moving companies in the USA
- Commitment and multi-generation, family-owned and operated firm
- A strong partner—financially sound and low risk

Chart Title
▶ Group 1 ▶ Group 2

Group 1	Group 2
Label 1	Label 11
Label 2	Label 12
Label 3	Label 13
Label 4	Label 14
Label 5	Label 15
Label 6	Label 16
Label 7	Label 17
Label 8	Label 18
Label 9	Label 19
Label 10	Label 20

Global service reach, with 50 contract partners ready when needed

An early adopter and implementer of the latest and best technology

More than 200 fully trained equipment and service providers

Fully equipped with stock tools and assets as well as global enterprise solutions

TechTeam Solutions, a Total Office Solution company offering expensive products and services.

[illegible]

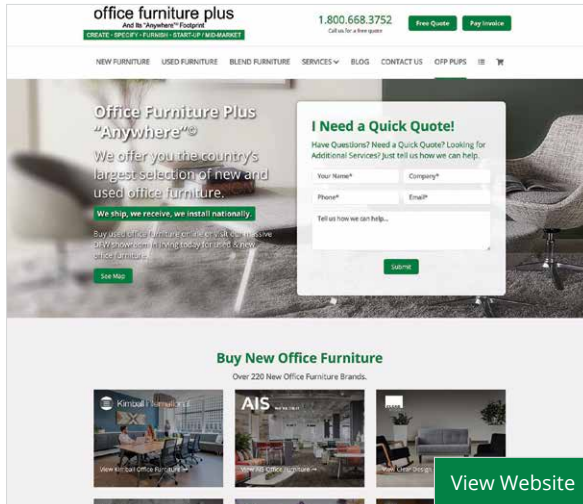
Digital and Print Assets

Our digital and print assets serve as a **central hub, offering easy access to information and resources for prospects, clients, employees, and partners.** Direct links to our websites and explainer videos are included on these pages. Our print materials include a link to downloadable PDFs, and provide a concise overview of our offerings and can be easily shared digitally or printed.

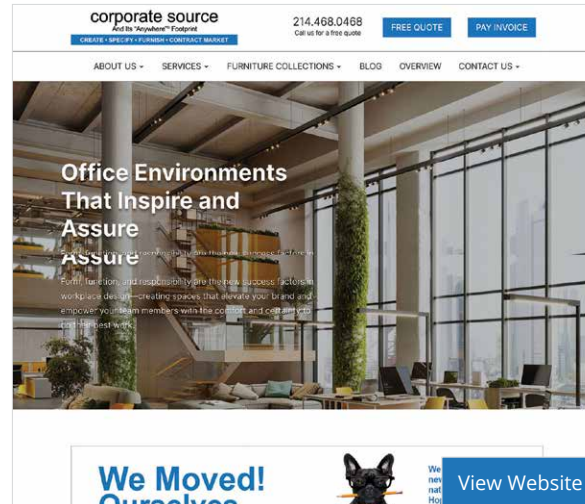


Office Furniture Plus and Furniture Services Now Digital/Print Assets

Mid-Market Furniture and Used Used Office Furniture Sales



Website: officefurnitureplus.com



Website: corporatesource.com



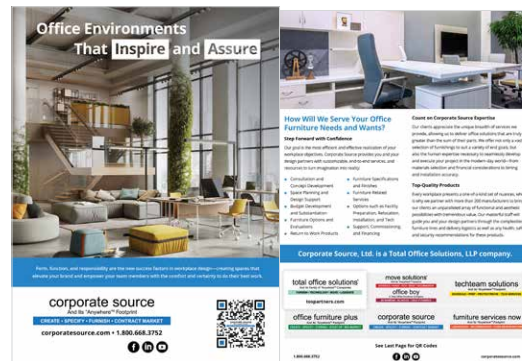
OPF102022V4
Digital/Print:
"Anywhere"® Brochure
File Size 3.6 MB



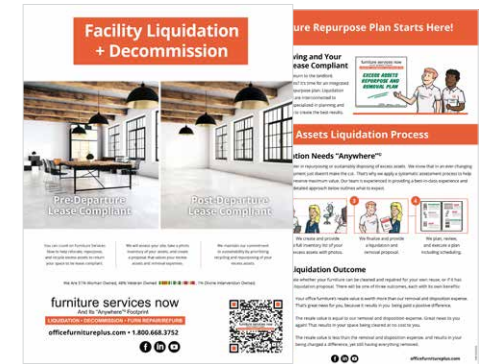
Explainer Video: Furniture
Solutions Now Liquidation Services
1.5 Minute Overview



Explainer Video: Furniture
Solutions Now Liquidation Services
3 Minute Overview



CSL102022V4
Digital/Print: Office Environments
That Inspire and Assure Brochure
File Size 4.8 MB



FSN102022V2
Digital/Print: Facility
Liquidation/Decommission Brochure
File Size 1.7 MB



FSN092022V2
Digital/Print: Cleaning, Repair,
Touchup, and Reupholster Brochure
File Size 1.5 MB

TechTeam Solutions Digital/Print Assets

techteam solutions

And Its "Anywhere" Footprint

SCHEDULE - PREP - PROTECT/MOVE - TECH SERVICES

1.800.668.3752

Call us for a free quote

FREE QUOTE

PAY INVOICE

ABOUT US

SERVICES

VIDEO

CASE STUDIES

CONTACT US

MOVE SOLUTIONS PUPS

Our experienced PC movers are ready to ensure your network assets have continuity.

Request a Free Quote

Click to pay invoice(s)

eWaste Disposal

We Moved! Ourselves...

And Yes, We Did a Great Job.

Stay tuned for our upcoming grand opening event!

Addison (Midway & Lindberg) showroom still in place!

We are so proud of our new Dallas/Fort Worth national headquarters. Hope to see you soon!

2201 Chemsarck Blvd
Irving, TX 75062
(Carl Road & SH 183)
4 minutes from previous location!

Click here for our Location Map

Delivering Technical Asset Continuity

Today's businesses rely on technology—and any interruption in service can bring operations to a halt. TechTeam Solutions delivers business continuity by expertly managing the relocation of servers, technology and IT systems. We provide local, regional, national and global solutions for moving technical equipment and systems, including design, inventory management, eCycling/eWaste Services, Low-Voltage Cable Installation/Removal and installation for data, voice, and audio/visual resources.

PC Disconnect & Reconnect

IT Moving Services

View Website

Website: techteamsol.com

Business Technology Support Our Capable Hands!

"IT'S" about YOU! "HERE" is what we do for "YOU"

When You Move, Your Technology Moves with You.

techteam solutions And Its "Anywhere" Footprint

SCHEDULE - PREP - PROTECT/MOVE - TECH SERVICES

TTS102022V4

Digital/Print: Business Technology Support Our Capable Hands Brochure
File Size 4.6 MB

MONITOR

View Video

Explainer Video: Prep/Move/Tech
2.5 Minute Overview

Move Solutions Digital/Print Assets

move solutions®
And Its "Anywhere" Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

1.800.668.3752
Call us for a free quote

Free Quote Pay Invoice

GET STARTED SERVICES OVERVIEW PACK MEETING BLOG CONTACT US MOVE SOLUTIONS PUPS

We Moved! And Yes, We Did a Great Job.
Stay tuned for our upcoming grand opening events!
Addison (Midway & Lindberg) showroom still in place!

We are so proud of our new Dallas/Fort Worth national headquarters. Hope to see you soon!
2291 Chemschard Blvd
Irving, TX 75062
(Call Road & SH 183)
4 minutes from previous location!
Click here for our Location Map

Your Local and National Office Movers!

We can PLAN with you, FURNISH you, TECH with you, and DECOMMISSION you.
We are a Local, National provider of MAC (Office Moves, Adds, Changes, Tech, and Project Services).
Though we are your project's last supplier, 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.

Click Here for 15 Second Overview Video

TechEnabled Office Moving: Transparent, Now, "Anywhere"® on the Planet!

Office Moving • Install
Tech Enabled
brasstacks® Tech CRM
1.800.668.3752
www.movesolutions.com

move solutions®
A Total Office Solutions Company

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

View Website

PACK ITEMS & CLOSE COMPLETELY

View Video

Explainer Video:
Client Pack Meeting
6.25 Minute Overview

WE DO THE HEAVY LIFTING SO YOU CAN RELAX A MOMENT.

View Video

Explainer Video: What to Expect
From Your Move Solutions Experience
4.35 Minute Overview

Your Local and National Office Mover!

move solutions®
And Its "Anywhere" Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

movesolutions.com • 1.800.668.3752

MSL102022V7
Digital/Print:
Overview Brochure
File Size 4.4 MB

Move Solutions "Anywhere"®
— National Account Services —
Office Moves, Adds, Changes, Tech, and Project Services

move solutions®
And Its "Anywhere" Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

movesolutions.com • 1.800.668.3752

MSL102022V2
Digital/Print:
"Anywhere"® Brochure
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Digital/Print: Office Furniture Repairs Brochure
File Size 1.5 MB

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OFB102023V1
Digital/Print: The Ultimate Guide to Office Space
File Size 806 KB

Paint and Carpet Digital/Print Assets

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Renewing Your Lease?

Enhance your space with fresh paint, new carpet, and relamping of your lights. Yes, we do all that!

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Painting

Carpeting

Relamping

PaintandCarpet.com maximizes tenant improvement dollars and minimizes disruption with fast, efficient repainting, recarpeting, and relamping. Our goal is to help you make the most of your budget while keeping your workspace running smoothly and without hassle.

OUR SERVICES

Transform Your Office Space

When you've found a place you like, or the timing is right...

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Renewing Your Lease? Need an Office Upgrade?

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Tenant Improvement funds are typically offered by your landlord when it's time to renew your lease. Our painting, carpeting, and relamping services are designed to upgrade your work environment. We assess your needs, propose practical solutions within your budget, and take care of the entire process, so you can maintain focus on your business, free from the distraction of managing various contractors.

Painting

Carpeting

Relamping

Why Choose PaintandCarpet.com?

Local "Anywhere"
We are based in DFW with our primary team, but our network of partners across the U.S. gives us national coverage.

Full Calendar and Clock
We can work outside of your business hours, including weekends if necessary, for a totally seamless process.

Quality Products and Practical Economics
We have access to the best options at virtually every price point, for a plan that will make sense for you.

Sustainability Commitment
We take proper recycling and disposal seriously, and work with our contacts in the used carpet market for cleaning and reuse.

Any Size Office or Building
We customize our solutions and teams to adapt to your needs with minimal disruption to your office workspace.

Subject Matter Experts on Board
Our team members are experts when it comes to painting, carpeting, low-voltage lighting, furniture, moving, and more.

Environmental Controls
We provide airflow management and floor-to-ceiling sheeting to help minimize odor.

Solid and Stable
We are process-driven and backed by Class A insurance carriers, so you can partner with us with confidence.

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Comprehensive Paint and Carpet Services!

"Anywhere" concept, enabling us to deploy skilled paint and carpet workers across diverse locations. Ability that extends to nights and non-business hours, we tailor our services to fit your schedule seamlessly.

Color Consultation

- Professional advice on selecting colors to match the existing décor

Surface Preparation

- Cleaning, sanding, and priming of walls and ceilings to ensure paint adheres properly

Protective Measures

- Installation of plastic sheeting to protect furniture and floors from paint splatters

Tile Flooring Solutions

- Tile removal and replacement, including Luxury Vinyl Tile (LVT) installation.

Application of Paint

- Application of primer (where needed) and paint using rollers, brushes, or sprayers
- Multiple coats if necessary to ensure even and full coverage

Cleanup

- Removal of all protective materials
- Cleaning of any paint splatters or residue
- Proper disposal of used paint containers

Airflow Management

- Utilization of fans and ventilation systems to minimize paint odors

Carpet Selection Consultation

- Professional advice on selecting carpet types and styles
- Providing samples and discussing durability and long-term service maintenance requirements

Floor Preparation

- Cleaning and leveling of the floor surface
- Installation of new padding or underlay

Post-Installation Cleanup

- Removal and disposal of any leftover materials and debris
- Vacuuming of the newly installed carpet
- Inspection to ensure installation meets quality standards

Removal of Old Carpeting

- Careful removal, disposal, and recycling of your existing carpet and padding in your office space

Carpet Installation

- Precise measurement and cutting of the carpet
- Securing carpet with tack strips, adhesive, or other methods, ensuring a smooth fit
- Seaming edges where necessary

Post-Project Carpet Cleaning

- Scheduled maintenance 6 months after installation
- Provides longevity and sustained freshness

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Digital/Print: Paint and Carpet Brochure
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Everything Everywhere!

1 Contract Furniture Corporate Source	1 Mid-Market Furniture Office Furniture Plus	2 Technology TechTeam Solutions	3 Office Move Move Solutions	4 Furniture Liquidation Furniture Services Now
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We Are 51% Woman Owned, 48% Veteran Owned 🇺🇸 🇬🇧 🇫🇷 🇮🇹 🇪🇸, 1% Divine Intervention Owned.

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1 Contract Furniture Sales
Corporate Source
Step Forward with Confidence.
Corporate Source provides you and your design partners with customizable, end-to-end services and resources to turn imagination into reality.

1 Mid-Market Furniture Sales
Office Furniture Plus
When it comes to office furniture, you don't just need desks, tables, and chairs. We help you find the environment that allows your team's very best qualities to rise to the top.

1 Used Furniture Sales
Office Furniture Plus
As a large-scale liquidator of used office furniture projects, we "cherry-pick" our inventory on your behalf. Our massive selections are available online or in our DFW show

View Website

An illustration of two men standing next to a desk. The man on the left is wearing a white polo shirt and black pants. The man on the right is wearing a red polo shirt and black pants. On the wall behind them is a sign that says "TECH-ENABLED MOVING". A green button with the text "View Video" is located in the bottom right corner of the illustration.

TOTAL OFFICE SOLUTIONS: WHO ARE WE?

**PLAN
FURNISH
TECHNOLOGY
MOVE
DECOMMISSION**

ORIGIN [View Video](#)

[illegible]

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 FURNITURE TECHNOLOGY MOVE LOGISTICS

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Your business is extending beyond its walls, and so is your fulfillment space. It's no exception.

At total office solutions, we're the only company that can help you manage your inventory, wherever you need it.

Our new facilities are located in strategic, and easy-to-reach, locations throughout your inventory. They're designed to help you receive, store, and deliver your goods, wherever you need them.

Our facilities are designed to help you receive, store, and deliver your goods, wherever you need them. They're designed to help you receive, store, and deliver your goods, wherever you need them.

Receiving/Delivering and Inventory Management
 Storage space at any of our facilities can be used for receiving, storing, and delivering your goods, wherever you need them.

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option™ Custom Inventory Management Tools & Services

total office solutions offers custom inventory management tools and services to help you manage your inventory, wherever you need it. They're designed to help you receive, store, and deliver your goods, wherever you need them.

option™ Fully Insulated Units & Liability Coverage

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option™ Asset Management and Inventory

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The diagram consists of four numbered boxes, each with a photograph and a text label:

- 1** **corporate solution**
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- 2** **bottom-up solution**
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- 3** **move solution**
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- 4** **furniture services now**
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companies

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top moving

For the fastest, the Total Office Solutions team has the right solution for you.

bottom-up

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move solution

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Great People

Success Culture

It's the Total Office Solutions Opportunity Extraordinary?

We're Stable and Predictable

With over 20 years of experience, Total Office Solutions has helped thousands of companies grow and prosper. We're a company that's been around for over 20 years, and we've been successful for over 20 years. We're a company that's been around for over 20 years, and we've been successful for over 20 years. We're a company that's been around for over 20 years, and we've been successful for over 20 years.

As a business with complete financial, asset, and environmental records, we're a company that's been around for over 20 years, and we've been successful for over 20 years. We're a company that's been around for over 20 years, and we've been successful for over 20 years. We're a company that's been around for over 20 years, and we've been successful for over 20 years.

Our Culture Defines All That We Do
 At Total Office Solutions, we're a company that's been around for over 20 years, and we've been successful for over 20 years. We're a company that's been around for over 20 years, and we've been successful for over 20 years. We're a company that's been around for over 20 years, and we've been successful for over 20 years.

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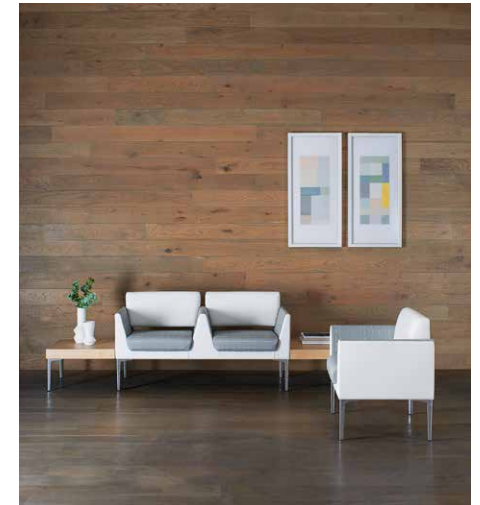
43

Photography

Our curated photography captures the meaningful moments in time that create a visual narrative that tells our story. By utilizing our custom photography you showcase the collaborative spirit and day-in-the-life experiences of Total Office Solutions and its family of companies.



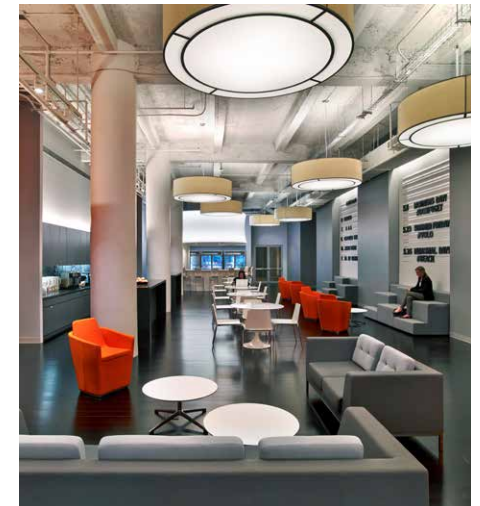
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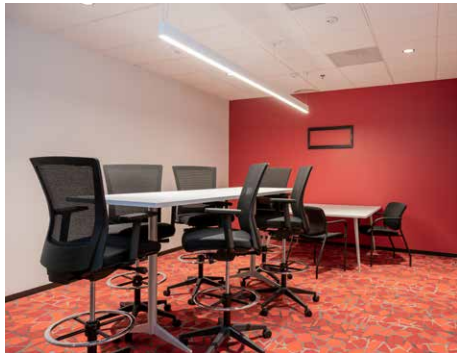


Lereta Install (MSL)



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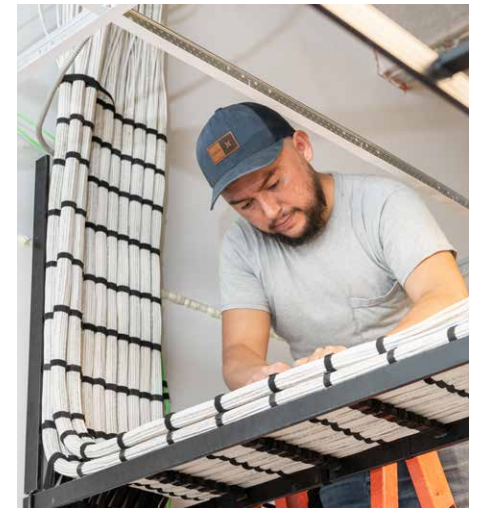
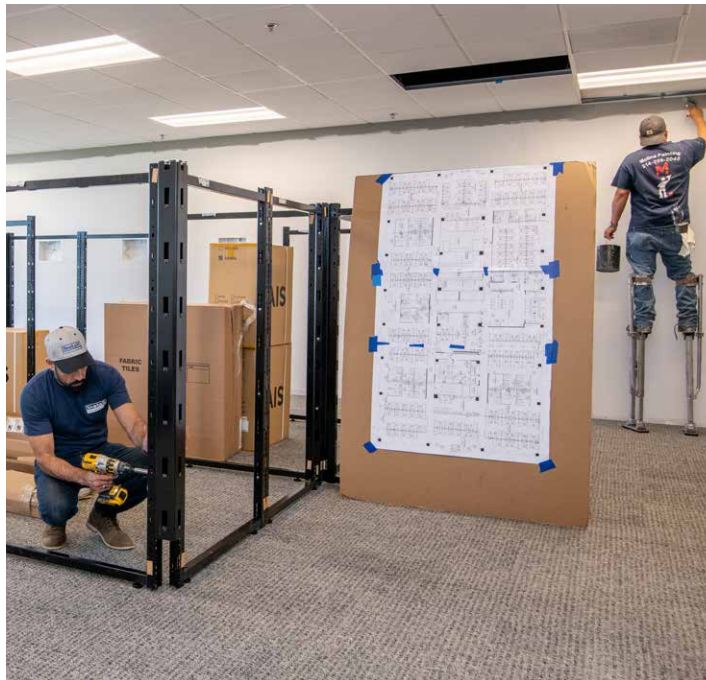
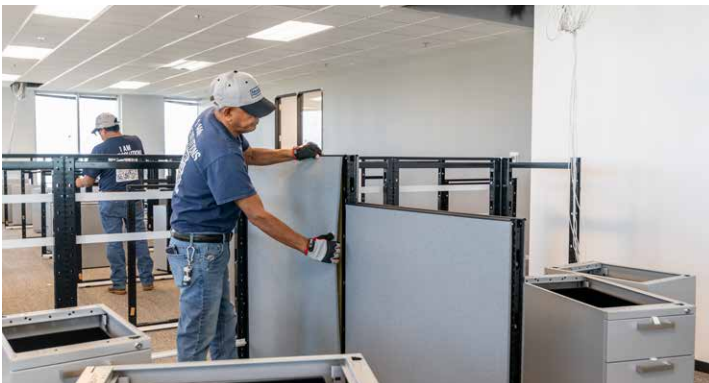


Lereta Install (TOS)

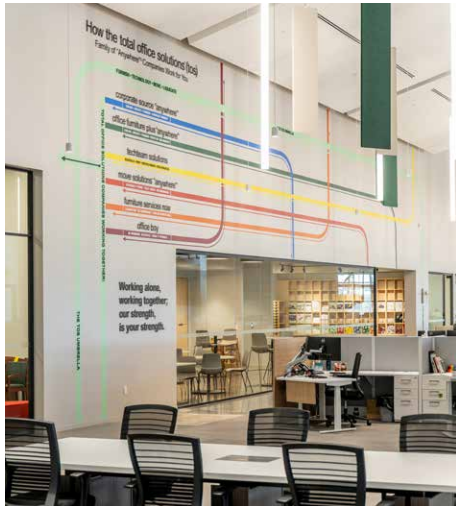


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Chemsearch Showroom



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corporate source

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CREATE • SPECIFY • FURNISH • CONTRACT MARKET

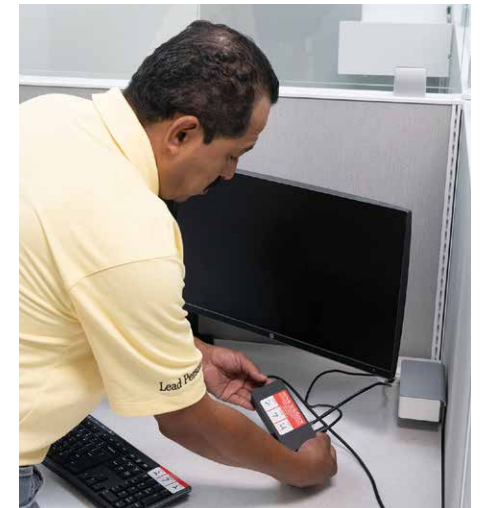
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Photography



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Photography



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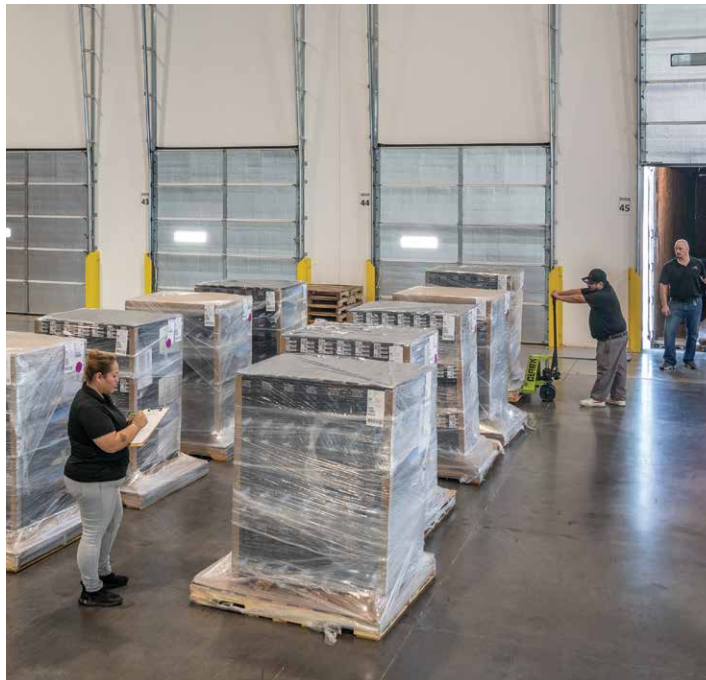
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Move Solutions Photography



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Move Solutions Pup Photography



Office Furniture Plus Pup Photography



office furniture plus

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Stock Photography

We encourage the use of our curated library of custom photos, but understand that there are times when a stock image is needed. For such cases, please refer to this guide outlining the criteria for acceptable and not acceptable stock images. This ensures alignment with our brand identity and maintains a professional visual representation.

Not Acceptable Photography



Card board boxes



Movers not in uniform



Residential moving images



Old office furniture



Lack of diversity



Text graphics with no visuals

Acceptable Photography



Icons

Icons play a significant role in enhancing the visual appeal of our brand identity and engaging readers with our content. Effective use of our icon library on marketing material draws attention to vital information about our products and services, and makes it easier for our audience to retain key details.

Icons in squares



1 Color icons



2 Color icons



Grey icons

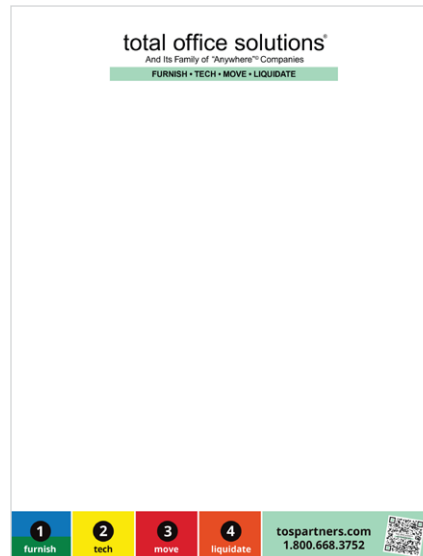


Print Collateral

Our collateral provides the convenience of digital distribution, enabling quick sharing via email. Additionally and, upon request, printed versions are available at our facilities for those instances when a printed piece is needed.



Total Office Solutions Envelope for Pocket Folder



Total Office Solutions Letterhead



BUSINESS CARD STANDARD MOCKUP



BUSINESS CARD BACK

Total Office Solutions Business Card

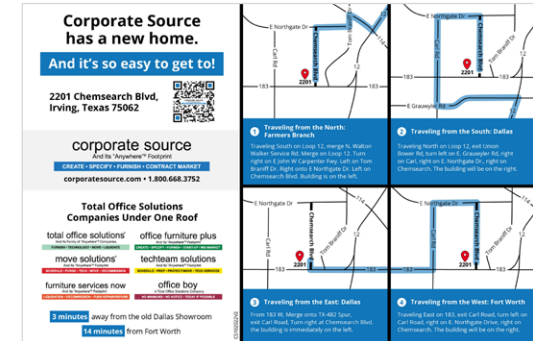
Print Collateral



Dallas Headquarters Map



Total Office Solutions Directional Flyers



Corporate Source Directional Flyers



Office Furniture Plus Directional Flyers



Move Solutions Directional Flyers




Furniture Service Now Directional Flyers

Print Collateral

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furniture services now®	office boy®

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14 minutes from Fort Worth



4 Traveling from the North: Fort Worth Branch
Traveling South on Loop 12, merge to right on Chemssearch Blvd. Turn right on Chemssearch Blvd. Building is on the right.

5 Traveling from the South: Dallas
Traveling North on Loop 12 and Chemssearch Blvd. Turn right on Chemssearch Blvd. Building is on the right.

6 Traveling from the East: Dallas
From I-495 N. Merge onto 74402 Spur on East. Turn right on Chemssearch Blvd. Building is immediately on the right.


7 Traveling from the West: Fort Worth
Traveling East on 1845 and East Carroll. Turn left on Chemssearch Blvd. Building is on the right.

TechTeam Solutions Directional Flyers

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total office solutions®	office furniture plus
corporate source	move solutions®
techteam solutions	furniture services now

5 minutes away from the old Dallas Showroom

14 minutes from Fort Worth



1. Traveling from the North: Turners Branch
Traveling South on Loop 12, merge N. Waller. When you reach N. Waller, turn left on Loop 12. Turn right at 2201 N. Chemssearch Hwy. Left on Chemssearch Blvd. Building is on the left.

2. Traveling from the South: Dallas
Traveling North on Loop 12, exit Union. When you reach Union, turn right on Loop 12. Turn right at 2201 N. Chemssearch Hwy. Left on Chemssearch Blvd. Building is on the right.

3. Traveling from the East: Dallas
From I-83 W, merge onto 14442 Spur. When you reach 14442 Spur, turn right at Chemssearch Blvd. The building is immediately on the left.

4. Traveling from the West: Fort Worth
Traveling East on Loop 12, exit Carroll. Turn left at Carroll. Turn right at Chemssearch Blvd. The building is on the right.

Office Boy Directional Flyers

Total Office Solutions

United States

OPPORTUNITY GUARANTEE



10.75 million Employers

99%

of Employers are in Lease Facilities



95%

of those Employers are "middle - little"



1 3 5 7 10 15 year lease periods

100%

of tenants buy office moving



100%

of tenants buy office furniture



The Only Question is When?



10,212,500 U.S. Employers will buy office moving and office furniture during their lease period

Opportunity Metric Infographics

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project meeting notes

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19-24 Weeks Before Move

Begin developing comprehensive move plan. Call **Move Solutions, Ltd.** at 1.800.668.3752 for planning and project management services.

Select an architect/interior design firm. Ask **Move Solutions, Ltd.** for experienced references.

Develop lease space/building/furniture/IT needs and wants. Call **Corporate Source, Ltd.** at 214.468.0468 or **Office Furniture Plus, Ltd.** at 214.879.0500 to assist with furniture decisions.

16-18 Weeks Before Move

Finalize lease/site selection and execute contact documents.

Use correspondence to notify origin and destination property management of move.

Work with architect/interior design firm to develop space plan and construction documents.

13-15 Weeks Before Move

Finalize construction documents. Select and hire general contractor.

Identify furniture/IT equipment for liquidation. Call **Office Furniture Plus, Ltd.** at 214.879.0500 for liquidation services.

Identify any leased furniture, IT equipment, or copiers. Use correspondence to notify lessors of move.

11-12 Weeks Before Move

Review and finalize move plan with **Move Solutions, Ltd.** Project Manager.

Use correspondence to notify origin and destination property management of move dates, elevators, and entry/exit needs.

Place orders for new furniture and IT equipment.

9-10 Weeks Before Move

Begin demolition and/or construction.

Finalize supplier for new furniture. Call **Corporate Source, Ltd.** at 214.468.0468 or **Office Furniture, Plus, Ltd.** at 214.879.0500.

Finalize supplier for IT equipment needs.

Review origin lease document to determine building move out requirements and lease space condition requirements. Call **Move Solutions, Ltd.** at 1.800.668.3752 for lease space *Final Clean Services*.

7-8 Weeks Before Move

Meet with **Move Solutions, Ltd.** Project Manager and department heads to review critical and/or time sensitive move plan segments.

Create a trash and secure document shredding day and schedule with internal teams. Call **Move Solutions, Ltd.** at 1.800.668.3752 for this service.

Hire a qualified office mover with deep resources. Call the best: **Move Solutions, Ltd.** at 1.800.668.3752.

Use correspondence to confirm furniture delivery and move plan exclusive use of elevator(s) and entry/exits with origin and destination property management.

Confirm equipment move schedules with **TechTeam Solutions, Ltd.** utility providers, security, furniture, IT equipment, or copier lessors.

6 Weeks Before Move

Select and assign move coordinators for departments.

Schedule **Move Solutions, Ltd.** Property Manager with employees for move coordinator training and move kick-off meetings.

Schedule employee packing and move responsibility meetings.

5 Weeks Before Move

Order new address mailing cards, business cards, new letterhead and envelopes with new address.

Contact U.S. Post office and complete change of address documents.

4 Weeks Before Move

Finalize move plan schedule with **Move Solutions, Ltd.**, other suppliers, and property management. Confirm again in writing, all

(4 Weeks Before Move continued)

elevator and access requirements and commitments with suppliers and property management.

Finalize security card access requirements.

Move Solutions, Ltd. creates employee Move Handbook and/or Move Procedures Handout.

Finalize all PC, Printer, Fax, Copier locations, employee seating assignments, and telephone locations and extensions. Double check locations against electrical floor plans.

Mail new address announcement cards to clients and suppliers.

Create and schedule a "purge" campaign, with handout, with **Move Solutions, Ltd.** to discard all files and items you will not need at the new location.

Create a floor plan based move plan with move label numbers assigned to each person within an individual area. Assign colors per area.

Contact **Office Furniture, Plus, Ltd.** 214.879.0500, and confirm removal schedule of unneeded furniture that was identified for liquidation.

3 Weeks Before Move

Review progress of new furniture delivery with **Corporate Source, Ltd.** or **Office Furniture, Plus, Ltd.** Confirm schedules.

Create schedules for specific move coordinator assignments per day and per location. Distribute them to the move coordinators.

2 Weeks Before Move

Define "Lost and Found" area in each major destination area.

Complete installation of new furniture. Punch-list all new furniture.

Hold employee move orientation meetings with move coordinators. Review entire move plan, all labeled and area colored floor plan. With everyone moving, provide moving crate use training.

Finalize transition plan for IT and telephone system needs.

1 Week Before Move

Review crate, box, packing material delivery plan with **Move Solutions, Ltd.**

Move Solutions, Ltd. Project manager to personally confirm elevator access with property managers.

Review final punch list for facility with construction manager and/or General Contractor.

Move Coordinators to meet and review move responsibilities and area label assignments with all corresponding department personnel.

Move Solutions, Ltd. Project Manager to post all label and color code directional signage at destination facility.

Move Day

TechTeam Solutions, Ltd. preps equipment.

Walk through origin and destination space with **Move Solutions, Ltd.** identifying any pre-existing damage to the facility.

Station all move coordinators in their assigned areas at origin and destination to provide direction and answer any placement questions that arise.

Work cooperatively and flexibly with employees, suppliers, and issues throughout the move process. Remember that all issues have solutions.

At end of move, walk through origin and ensure that all labeled items were moved.

Move Day + 1 Day

Work with **Move Solutions, Ltd.** "smooth set" crew to make any adjustments that will make employees happier with their new surrounding.

Make a list of any move related damages to company assets or to the facility. Provide lists to appropriate suppliers.

Move Day + 2 Weeks **Furniture Services Now, Ltd.**

Decommission origin space, liquidate old furniture.

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Total Office Solutions 2024 Month Calendar Pages

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- Austin Property Managers Love Us!

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Call Us Today at 512-382-4051 or Visit movesolutions.com to Get a FREE Quote, FREE Move Tools and FREE Move Tips.

My name is Austin, and I believe in pack and order.



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And Yes, Austin Loves Us!

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- Small, Large, National Moving Services!
- Great Office Moving Pricing!
- Austin Property Managers Love Us!

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Call Us Today at 512-382-4051 or Visit movesolutions.com to Get a FREE Quote, FREE Move Tools and FREE Move Tips.

My name is Indiana Bones, and I'm a Loader and a shaker.



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And Yes, Austin Loves Us!

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- Small, Large, National Moving Services!
- Great Office Moving Pricing!
- Austin Property Managers Love Us!

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My name is Pawlo Picasso, and my work is in the Decor Museum of Art.



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- 200+ Manufacturer Product Lineup!
- 35+ Years of Success in DFW

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I'm Taylor Swift, spinning ergonomic chairs and workday magic with every turn.



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They call me Isaac Newton, because I discovered the laws of gravity-defying comfort.



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Total Office Solutions' library of digital assets offers a wide range of resources to meet all your digital requirements, whether it's for web design, email marketing, or social media campaigns. These carefully crafted files are designed to maintain brand consistency, ensuring a cohesive and professional look across all digital channels.



Facebook Banners



LinkedIn Banners

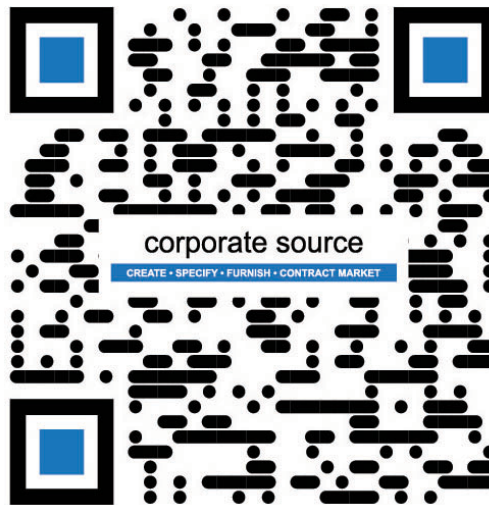


FF&E LinkedIn Banners

Digital Files



Square Logo Acronyms for Profile Picture



QR Codes



Total Office Solutions Branded Website Assets

What, Who Am I?



I am "your" Move Solutions standard office moving crate; here to protect your assets when you move. I am strong, waterproof, and theftproof. I am your best friend when you need me, unthought-of when you don't. I am never more than a phone call away! 1-800-668-3752 is my main number. I have been used thousands of times, many by you perhaps, brand new to others. When not serving my precious clients, I live in close quarters with around 100,000 of my brothers and sisters. Sometimes, in the warehouse, through the night, you can hear us quietly sharing the events of the day. We talk, we laugh, we argue. We look forward to seeing our Move Solutions co-workers tomorrow as we visit your beautiful offices. We all agree on one thing: we thank you for using us. You are our favorite people! See you soon! The Move Solutions crate family! #thankyou #officemoving #officefurniture

What Do I Do For You?

- I **protect and secure** your valuable items during your office move
- I **eliminate** nearly 1 billion pounds of waste in our landfills each year
- I **revolutionize** office moving with my innovative, economical, signature design

Move Solutions provides local, regional, national office moving services. We're one of the **top five office moving companies in the nation** and we're ready to put our crates to work for you!

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We are so proud of our new Dallas/Fort Worth national headquarters. Hope to see you soon!

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4 minutes from previous location

Click here for our Location Map →

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Location Map

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- Very Low to No Turnover
- Stable & Predictable Comp Plan
- 35+ Years in Business
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We're Hiring

Because We're Growing

Exciting Jobs Now Available

Account Manager

- 100% of Sales Handled by Sales Team
- Very Low to No Turnover
- Stable & Predictable Comp Plan
- 35+ Years in Business
- Great Pay and Benefits



Apply online at movesolutions.com/careers

MSL Employment Social Ads

office furniture plus

And Its "Anywhere" Footprint

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

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Account Manager

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Apply online at officefurnitureplus.com/careers

OFP Employment Social Ads

total office solutions®

And Its Family of "Anywhere" Companies

FURNISH • TECHNOLOGY • MOVE • LIQUIDATE

We're Hiring

Because We're Growing

Exciting Jobs Now Available

Controller

- 100% of Sales Handled by Sales Team
- Very Low to No Turnover
- Stable & Predictable Comp Plan
- 35+ Years in Business
- Great Pay and Benefits



Apply online at tospartners.com/careers

TOS Employment Social Ads

Social Media



TEAMMATE SPOTLIGHT

Megan McDaniel

Proud Recipient of the 2023 Office Moving Alliance Planet Earth Top Booker Award

move solutions®
And Its "Anywhere"™ Footprint

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

techteam solutions
And Its "Anywhere"™ Footprint

A Total Office Solutions "Anywhere"™ Company

PC Disconnect / Reconnect Case Study

- Project; A multi-week disconnect / reconnect across an 11-building campus.

Phase 1A – 302 People	Phase 3 – 160 People
Phase 1B – 136 People	Phase 4 – 85 People
Phase 2A – 310 People	Phase 5 – 185 People
Phase 2B – 116 People	Total 1,294 People

- National defense contractor; required absolute security throughout project.
- Project required all campus moving to be manual; No trucks between buildings.
- Disconnect PCs Friday mornings and Reconnect PCs Saturday afternoons.

1.800.668.3752 | techteamsol.com

Social Media Ads

A Rare Moment in a No Turnover Sales Team! We are Adding to that Sales Team!

100% of Company Revenue goes through the Sales Team, Above Market Commissions and Bonuses, and Zero Commission Adjustments! The Ability to Cross Sell an Amazing Family of Companies; all who SELL to your common client. Want to make money; Make this call!

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move solutions®
And Its "Anywhere"™ Footprint
SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

We Are Hiring Move Managers!
Ready to elevate your career?
Become part of something bigger at a growing Move Solutions, one of the Total Office Solutions "Anywhere"™ Companies.

OFP Linked In Recruiting Ads

MSL Linked In Recruiting Ads

E-Signature

Our e-signature is a digital representation of each employee's professional identity and reflects the company's brand. By consistently using our branded e-signature, we create a cohesive and professional image that strengthens brand recognition and builds trust with every email sent.

Your Name, (Add Credentials, academic degrees, certifications, honors, or professional designations)

Your Job Title

w: 000-000-0000 | c: 000-000-0000 | youremailname@businessunit.com

move solutions[®]

And Its "Anywhere"[™] Footprint

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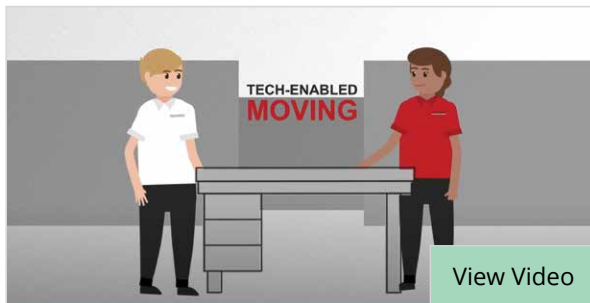


--- Your business unit logo

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Explainer Videos

The Total Office Solutions library of explainer videos communicate our information in a visually engaging and easily understandable format. These videos play an important role in educating and informing our audience, enhancing their understanding of our products and services, and ultimately helping drive engagement with our brand.



Total Office Solutions Three Minute Overview



Total Office Solutions One Minute Overview



Furniture Solutions Now Furniture Liquidation



TechTeam Solutions Prep/Move/Tech



Move Solutions Client Pack Meeting



Move Solutions What to Expect From Your Move Solutions Experience

Manufacturers: Furniture Collections

Corporate Source and Office Furniture Plus represent over 200 manufacturers, bringing the most recognized names in the office furniture industry to our clients. We're also industry leaders when it comes to understanding the nuances of various manufacturers.



Kimball®

[View Collection →](#)



AIS WE'RE ON IT.™

[View Collection →](#)



NATIONAL®

[View Collection →](#)



[View Collection →](#)



[View Collection →](#)



JSI

[View Collection →](#)



HON®

[View Collection →](#)



SitOnIt • Seating®

[View Collection →](#)

Manufacturers: Furniture Collections



[View Collection →](#)



[View Collection →](#)



[View Collection →](#)



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Manufacturers: Open Lines

9to5 Seating	Cape Furniture	Ergo Solutions	Indiance Furniture	Martin Bratrud	Sitmatic
Abco	Cartwright	Etc	Inscape	Mayline	Sit On It
Affordable Interior Systems (AIS)	Charles Alan	Eurotech Seating	Integra Seating	The Modern Fan Company	Smith Metal Arts
Alle	Cherryman	Evolve Systems	Janus Et Cie	Montel	Source International
Allermuir	Chief Manufacturing	Falcon	Jsi – Jasper Group Brands	Montisa	Southern Aluminum
Allseating	Claridge	Fireking	Keilhauer	National Office Furniture	Sparkeology
Amq Solutions	Clarus	Friant	Ki (Kreuger International)	Nemschoff	Special T
Andreu World America	Clear Design	Fulbright & Co.	Kimball Office	Nessen Light	Spec Furniture
Appenx	Councill	Furniturelab	Kisabeth	Nevers	Speech Privacy
Arcadia	Cramer	Global Furniture Group	Kron Usa	Nevins	Stance Healthcare
Architectural Supplements	Creative Wood	Globalcare	Krug	Neinkamper	Style Seating
Arconas	Cumberland Furniture	Great Openings	Kusch + Co	Nightingale	Symmetry Office
Ark	Dakota Jackson	Gressco	Kwik-File	Nova	System 2/90
Artemide	Danko	Halcon	Group Lacasse	Novioff Furniture, Ltd.	Tayco
Bega	Dar/Ran	Hale	Landscape Forms	Nucraft	Tennesco
Benchmark Contract Furniture	Datum	Hamilton Sorter	Lassiter Industries	Oci-Sitwell	Teka
Bernhardt Contract	Dauphin	Harden Contract	La-Z-Boy Contract Furniture	Office Master	Theatre Solutions
Berco	David Edwards	Hardrox	Leathercraft Contract	Paragon Inc.	Thonet
Bodybilt	Davis	Haskell	Legacy Classic Furniture	Paul Brayton Designs	Times 2 Speed Files
Boyd	Decca Contract	Hbf	Leland International	Peter Pepper Products	Tuohy
Borroughs	Deskmakers	Hekman Contract	Light Corp	Rosenbaum	United Chair
Bretford	Donghia	Hickory Chair	Loftwall	Contemporaty	Versteel
Bright	Egan Visual And Teamboard	Hightower	Luce Plan	Rouillard	Via
Brueton	Emeco	Hlc	Lui Corp	Safeco Products	Virco
Buzzispace	Encore Seating	Howe Tables	Magnuson Group	Sandler Seating	Workrite Ergonomics
Cabot Wrenn	Enwork	Humanscale	Malik	Shelby Williams	
	Erg	Icf	Marquis	Sis Ergo	
		Idesk			

SWAG (Stuff We All Get)

Total Office Solutions SWAG offers a memorable way to promote our brand and create a lasting impression. These promotional items not only serve as a desirable giveaway but also a way to reinforce our brand identity.



SWAG Continued



total office solutions[®]

And Its Family of “Anywhere”[©] Companies

FURNISH • TECHNOLOGY • MOVE • DECOMMISSION

Our marketplace is the world. Our brick and mortar locations are shown below.

Dallas

2201 Chemsearch Blvd
Irving, Texas 75062

Austin

8136 Industry Way, Suite 100
Austin, Texas 78744

San Antonio

5308 Distribution Drive
San Antonio, Texas 78218

1. Contact Furniture

1. Mid-Market Furniture

2. Technology

3. Office Move

4. Furniture Liquidation

5. Helping Hands

If you have any inquiries about our brand, feel free to contact our dedicated brand team for further clarification and assistance.

Email: marketing@tospartners.com