

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 Office Environments That Inspire and Assure | Mid-Market Furniture The Leader in New and Used Office Furniture | Technology Services TechTeam Solves Technology Moving/IT Change Needs | Office Moving Project, MAC Office Moving | Furniture Services Liquidation and Facility Decommission | Office Boy 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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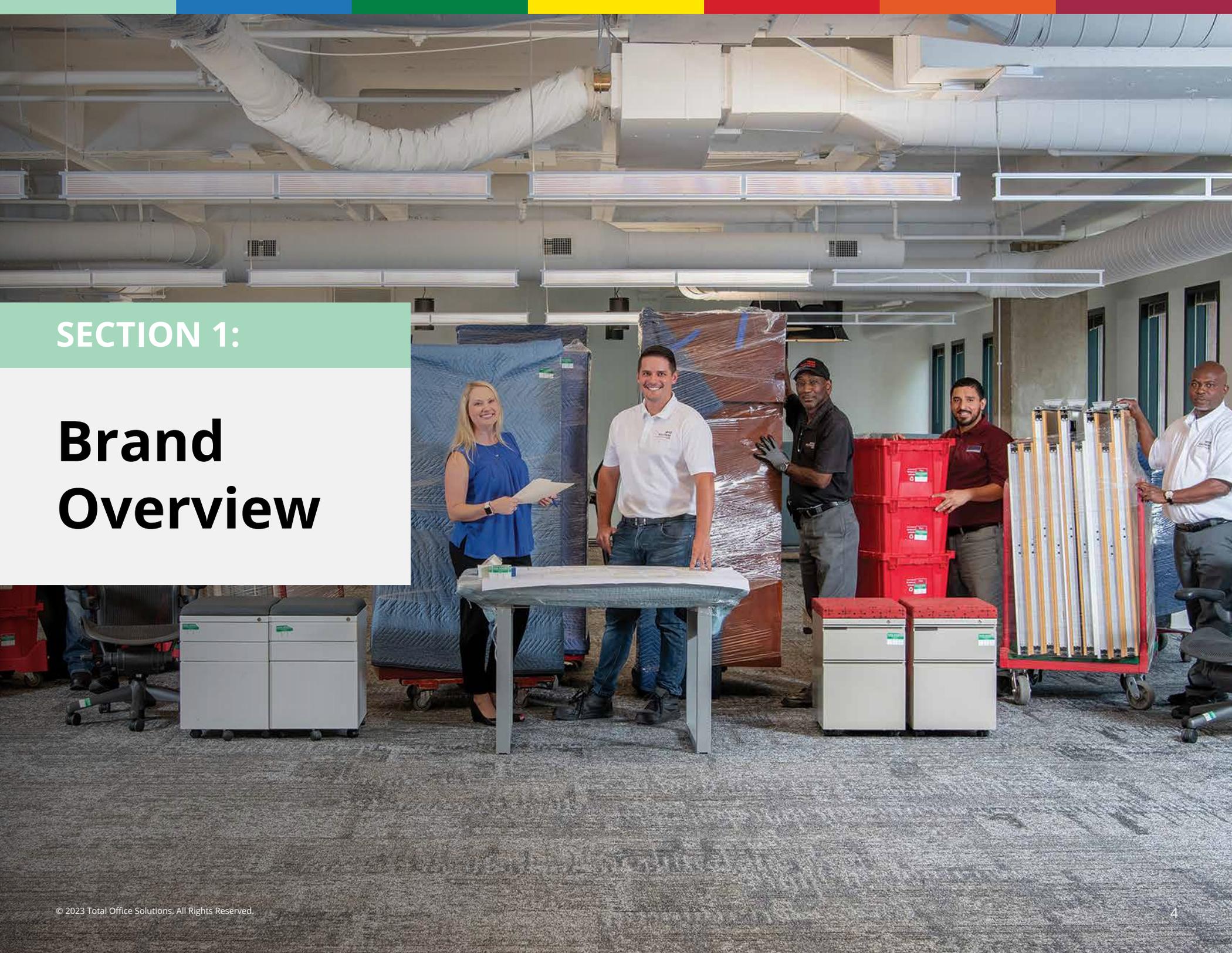
Brand Identity

Brand Deployment

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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.

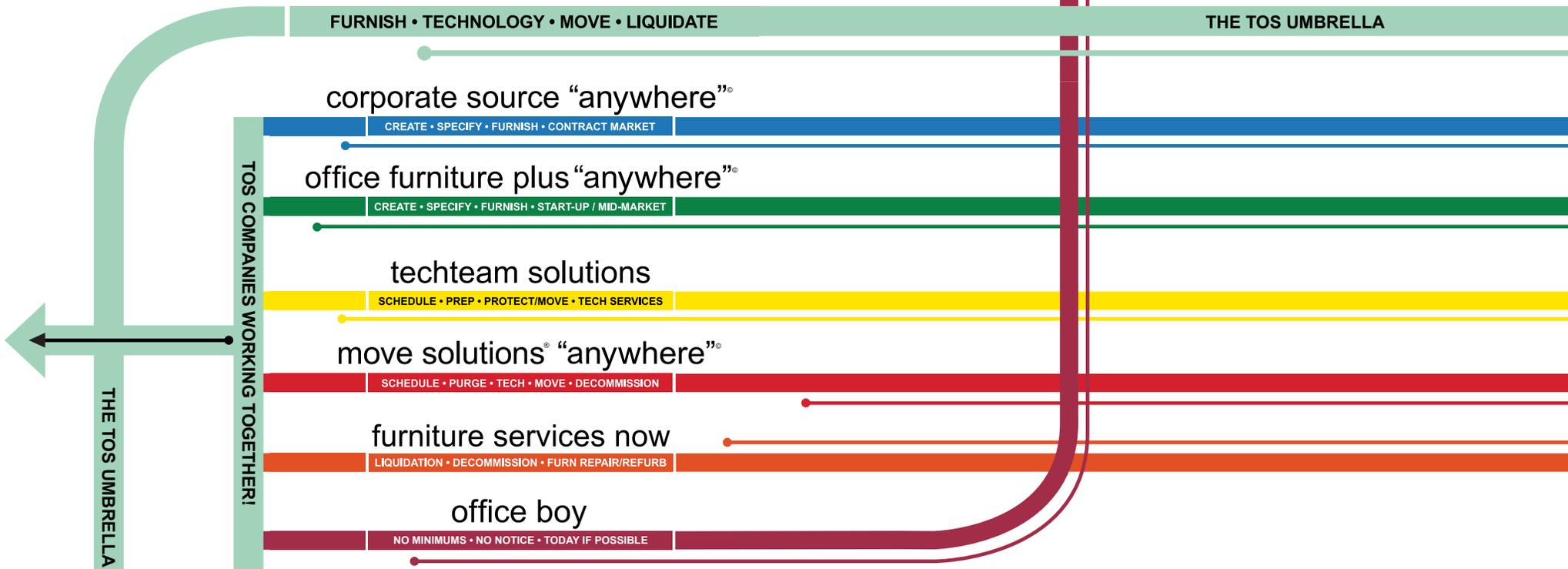
Across city borders and beyond, Total Office Solutions (TOS) embodies its name by delivering comprehensive office solutions “Anywhere”©, at any scale—from local startups to multinational corporations.

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.

techtteam 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



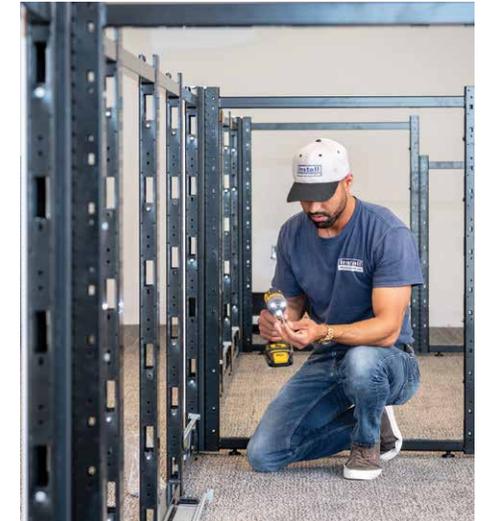
Total Office Solutions Architecture Service Lines

- **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.

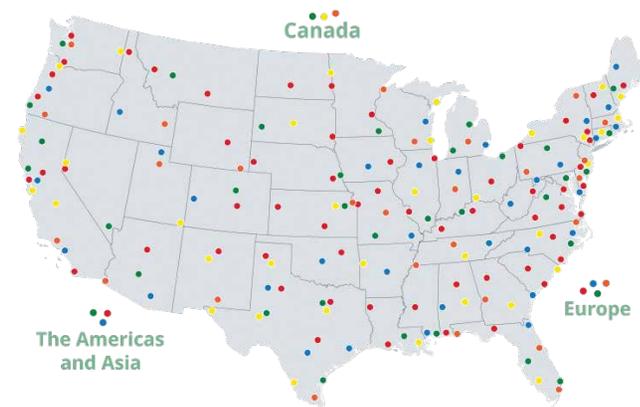
Building Trust Through Collaboration

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 treats 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 • 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

LIKEABLE 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 |
| |  <p>total office solutions[®] And Its Family of “Anywhere”[™] Companies FURNISH • TECHNOLOGY • MOVE • DECOMMISSION</p> | 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.

| | | |
|--|---|---|
|  <p>total office solutions[®] And Its Family of “Anywhere”[™] Companies FURNISH • TECHNOLOGY • MOVE • DECOMMISSION</p> <p>Print 1” wide (25.4 mm)</p> |  <p>total office solutions[®] And Its Family of “Anywhere”[™] Companies FURNISH • TECHNOLOGY • MOVE • DECOMMISSION</p> <p>Web 80 pixels wide</p> | <p>The minimum recommended width for the logotype is 1” wide on printed units, or 80 pixels wide for digital units.</p> |
|--|---|---|

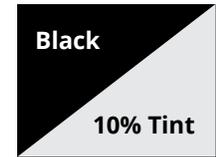
| | | |
|--|---|--|
|  <p>total office solutions[®] And Its Family of “Anywhere”[™] Companies FURNISH • TECHNOLOGY • MOVE • DECOMMISSION</p> <p>Print 0.5” wide (12.7 mm)</p> |  <p>total office solutions[®] And Its Family of “Anywhere”[™] Companies FURNISH • TECHNOLOGY • MOVE • DECOMMISSION</p> <p>Web 50 pixels wide</p> | <p>The minimum recommended width for the square logotype is 0.5” wide on printed units, or 50 pixels wide for digital units.</p> |
|--|---|--|

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



Total Office Solutions

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



Corporate Source

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



Office Furniture Plus

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



Move Solutions

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



TechTeam Solutions

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



Office Boy

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

Service Lines



Furniture Services

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



Logistics + Warehouse Services

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



Moves, Add, Changes (MAC)

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



Final Clean

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



BrassTacks® Tech Enabled Moving

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



Hospitality FF&E + OS&E Services

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



Paint and Carpet

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



Cubicle Warehouse

- 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 documents: architectural floor plans with various lines and text, a color palette with numerous color swatches, and a 3D rendering of a modern office interior with large windows and contemporary furniture. In the background, there are grey office drawers. A green horizontal bar is overlaid on the left side of the image, containing the text 'SECTION 3:'.

SECTION 3:

**Brand
Deployment**

PowerPoint

office furniture plus
Anywhere. Anytime. Anywhere.

**Office Furniture Plus
"Anywhere"™**

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

We serve your 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 attract bright new business. We don't just supply office furniture; we help you find the environment that allows your team's very best talent to rise to the top and enjoy that success!

Our designers pay attention to so much more than furniture. They consider you on that project, visit manufacturer's factories, attend industry education, and perhaps most importantly, visit client sites before and during installation. They are real-world designers, not CAD experts. They listen to you in a way that enables design magic.

Page 1

office furniture plus

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 service teams, our flexible yet highly advanced process to bring the pain of office moving. Tech-Enabled process both development and a "Third party" in your relationship with an account owner job is to ensure performance, quality, customer, and results. Our National Account "Three Layers" process allows managers, with an early warning tool, provides real-time transparent communication to us, your preferred partners.

Page 2

office furniture plus

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

| | | | | |
|---|--------------------------------------|--|--|---------------------------------|
| Listening, Thinking, Planning, Drawing | Your Office Furniture Choices | Deep Discounts Short Lead Times | Each Stepway, Think Lessing! Include Calling, Meet to Meet! | World Class Installation |
|---|--------------------------------------|--|--|---------------------------------|

Page 3

move solutions
Anywhere. Anytime. Anywhere.

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 service teams, our flexible yet highly advanced process to bring the pain of office moving. Tech-Enabled process both development and a "Third party" in your relationship with an account owner job is to ensure performance, quality, customer, and results. Our National Account "Three Layers" process allows managers, with an early warning tool, provides real-time transparent communication to us, your preferred partners.

Page 1

move solutions

Title of Page

Page 2

move solutions

You. Move Solutions. "Anywhere"

| | | |
|--------------------------------------|--|-----------------------|
| Client Industries at a Glance | National Account Services at a Glance | Our Difference |
|--------------------------------------|--|-----------------------|

Page 3

techteam solutions
Anywhere. Anytime. Anywhere.

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 next 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 packing computers, monitors, and delicate equipment for a safe, damage-free move. We also understand the importance of getting your new office set-up and connected quickly, ensuring business continuity.

Page 1

techteam solutions

Delivering Technical Asset Continuity

Today's business rely on technology—and any interruption in services can bring operations to a halt. TechTeam Solutions delivers business continuity by safely 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, configuration, services, low-voltage cable installation/removal and installation for data, voice, and audio-visual resources.

Page 2

techteam solutions

Why Hire TechTeam Solutions?

- Trusted team of reliable, full-time employees—not temporary contractors
- Consistent track record of service and growth for 25 years with no layoffs
- Stability and reach, as one of the top rated moving companies in the USA
- Commitment and multi-generational, family-owned and operated firm
- A strong partner—financially secure and debt-free

Page 3

office boy
Anywhere. Anytime. Anywhere.

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"™

Your Project. Our People. Your Success.

- Plan**
Let us know what you need. We'll tell you how many Office Boys it takes.
- Schedule**
Let us know when you need it done. Your office boys will be there ready to work.
- Point**
Don't lift a finger. Just put your finger and your office boy moves it for you!

Page 1

office boy

Title of Page

Page 2

office boy

Easy to use office furniture movers

| | | |
|-------------------------------|--------------------------|----------------------------------|
| Internal Office Movers | Furniture Removal | Temporary Furniture Moves |
|-------------------------------|--------------------------|----------------------------------|

Page 3

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.

total office solutions®
And Its Family of "Anywhere"™ Companies

Have an Office Moving Project?
Consider Total Office Solutions, LLP

Your Complete "Anywhere" Office Furniture, Office Moving, Office Decommission Services Provider.

"It's as Easy as 1, 2, 3, 4..."

1. Assess
2. Plan
3. Execute
4. Complete

corporate source
office furniture plus
move solutions
furniture services now

total office solutions®
Add Its Family of "Anywhere" Companies
FURNISH • TECHNOLOGY • MOVE • LIQUIDATE
tospartners.com • 1.800.668.3752

The Leader in New and Used Office Furniture "Anywhere"™



We Listen to Your Needs and Wants!
We Install Your New Reality!

Your Needs and Wants → Your New Reality "Anywhere"™

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Office Environments That Inspire and Assure



Form, function, and responsibility are the new success factors in workplace design—creating spaces that inspire your brand and improve your team's mindset with the comfort and control of its own four walls.

corporate source
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corporate-source.com • 1.800.668.3752

Business Technology Support Our Capable Hands!

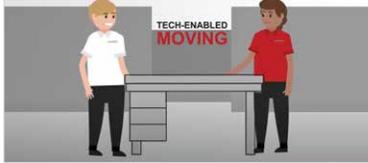


De-connect Services
LAN
PC's
Peripherals
Server Relocation
VOICE DATA

techteam solutions
PLAN • FURNISH
TECH • MOVE
DECOMMISSION

techteam solutions
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SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES
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TECH-ENABLED MOVING



furniture services now
Add Its "Anywhere" Footprint

**EXCESS ASSETS
REPURPOSE AND
REMOVAL PLAN**



Your Local and National Office Mover!



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Facility Liquidation + Decommission



Pre-Departure Lease Compliant | Post-Departure Lease Compliant

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Toolbox for Property Managers and their Tenants!

officeboy.com • 214.357.9111

paintandcarpet.com
Add Its "Anywhere" Footprint
PAINT • CARPET • RELAMPING • FURNITURE

Renewing Your Lease? Need an Office Upgrade?
Enhance your space with fresh paint, new carpet, and relamping of your lights.



Painting | Carpeting | Relamping

Why Choose PaintandCarpet.com?

- Local "Anywhere"™
- Full Calendar and Check
- Quality Products and Practical Economics
- Sustainability Commitment
- Any Size Office or Building
- Budget Master Experts on Board
- Environmental Controls
- Safe and Stable

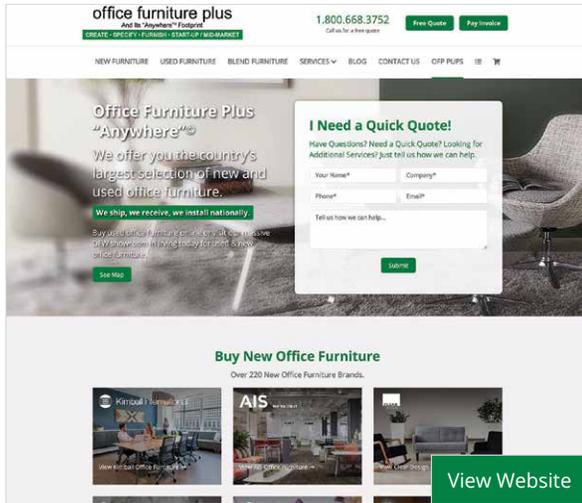
paintandcarpet.com • 1.800.668.3752

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

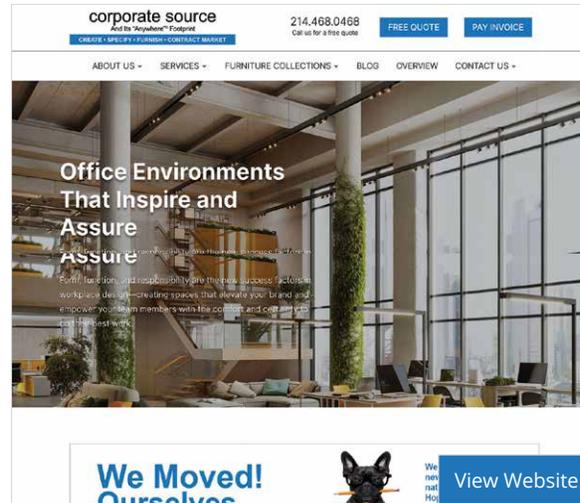



Office Furniture Plus and Furniture Services Now Digital/Print Assets

Mid-Market Furniture and Used Office Furniture Sales



Website: officefurnitureplus.com



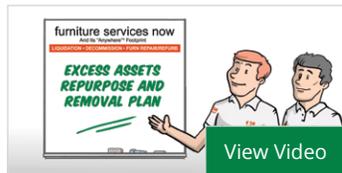
Website: corporatesource.com



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



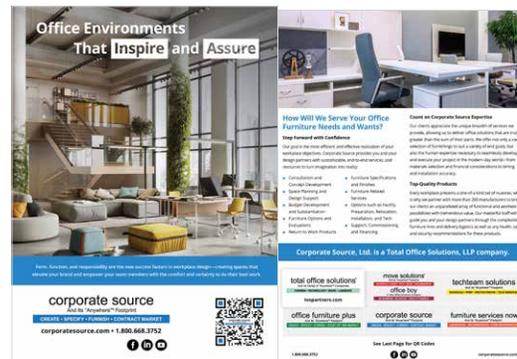
OPF102022V4
Digital/Print: "Anywhere"® Brochure
File Size 3.6 MB



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



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

TechTeam Solutions Digital/Print Assets

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.



[View Website](#)

Website: techteamsol.com

TTS102022V4

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

Explainer Video: Prep/Move/Tech
2.5 Minute Overview

Move Solutions Digital/Print Assets

Website: movesolutions.com

Explainer Video: Client Pack Meeting
6.25 Minute Overview

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

MSL102022V7
Digital/Print: Overview Brochure
File Size 4.4 MB

MSL102022V2
Digital/Print: "Anywhere" Brochure
File Size 3.6 MB

FFE102022V1
Digital/Print: FF&E and OS&E "Anywhere" Brochure
File Size 1 MB

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

MSL072023V1
Digital/Print: Office Furniture Repairs Brochure
File Size 1.5 MB

RSD092023V1
Digital/Print: Receive, Store, Deliver "Anywhere" Brochure
File Size 1.1 MB

Office Boy Digital/Print Assets

office boy
And its "Anywhere" Footprint
NO MINIMUMS - NO NOTICE - TODAY IF POSSIBLE

214.357.9111
Call us for a free quote

FREE QUOTE PAY INVOICE

ABOUT US SERVICES CASE STUDIES RESOURCES VIDEO CONTACT US

People + Tools for Every "Now" Office Task

- Quick Office Assembly
- Ergonomic Adjustments
- Meeting Set-up/Resets
- Picture Hanging
- Steam Cleaning
- Removal of Excess
- Packing
- Furniture Rearrangements
- Shelving Assembly
- Wall Hanging

No Notice! No Minimums! Today if possible!

Learn More

Get a Quick Quote!

| | | |
|---------------|----------------|-------------------|
| Name* | Company* | How Can We Help?* |
| Phone Number* | Email Address* | |

Submit

Need help hanging artwork in your office?

Get help from our Office Boys!

Schedule View Website

Website: officeboy.com

Office Boy

View Video

Explainer Video: What to Expect from Office Boy
2 Minute Overview

office boy
A Total Office Solutions Company
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Toolbox for Property Managers and their Tenants!

Office Boy for Your Next Work Tasks
Reduce Stress and Downtime.

Office Boy RESPONSE: FAST FAST FAST

Office Boy: We work with property managers and staff!

- General Contractors
- Printing Companies
- Interior Designers
- Waterproof Contractors
- Interior Designers

Small Office Maintenance, Moving, Installation, Misc. Tasks of Any Kind!
Office Boy, A Total Office Solutions Company

officeboy.com • 214.357.9111

OBF082022V6
Digital/Print: Office Boy Brochure
File Size 2.2 MB

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A Total Office Solutions Company
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No Notice, No Minimums, Today if Possible.

Office Boy RESPONSE: FAST FAST FAST

Office Boy: We work with property managers and staff!

- General Contractors
- Printing Companies
- Interior Designers
- Waterproof Contractors
- Interior Designers

Your Needs. Office Boys. Your Success.

FUNCTIONAL: Get us know what you need. We'll get you there today. Office Boy takes care of the job done tomorrow.

FUNCTIONAL: Get us know what you need. We'll get you there today. Office Boy takes care of the job done tomorrow.

PROFESSIONAL: Get us know what you need. We'll get you there today. Office Boy takes care of the job done tomorrow.

officeboy.com • 214.357.9111

OBF102022V2
Digital/Print: Office Boy Single Sheet
File Size 826 KB

office boy
A Total Office Solutions Company
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Small Office Maintenance Handbook

Small Office Maintenance Responsibilities

Office Boy: We work with property managers and staff!

officeboy.com • 214.357.9111

OBF102023V3
Digital/Print: Small Office Maintenance Handbook
File Size 1.2 MB

office boy
A Total Office Solutions Company
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The Ultimate Guide to Office Space Optimization

The Full Potential of Your Office Space

officeboy.com • 214.357.9111

OBF102023V1
Digital/Print: The Ultimate Guide to Office Space
File Size 806 KB

Paint and Carpet Digital/Print Assets

Website: paintandcarpet.com

PAC012024V1
 Digital/Print: Paint and Carpet Brochure
 File Size 876 KB

Total Office Solutions Digital/Print Assets

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

Please Use Our Family of "Anywhere"® Companies—it's as Easy as 1, 2, 3, 4 ...

| | | |
|---|--|--|
| 1 | 1 | 1 |
| Contract Furniture Sales | Mid-Market Furniture Sales | Used Furniture Sales |
| Corporate Source | Office Furniture Plus | Office Furniture Plus |
| 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. | 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. | 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](#)

Website: tospartners.com

[View Video](#)

Explainer Video:
Total Office Solutions
3 Minute Overview

[View Video](#)

Explainer Video:
Total Office Solutions
1 Minute Overview

TOS102022V2
Digital/Print:
"Anywhere"® Brochure
File Size 4.9 MB

RSD102022V1
Digital/Print: Receive, Store,
Deliver "Anywhere"® Brochure
File Size 948 KB

TOS042024V2
Digital/Print:
Overview Brochure
File Size 6.2 MB

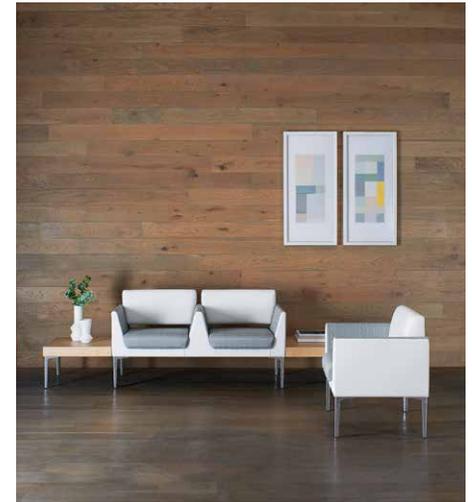
TOS102022V1
Digital/Print:
Employee Brochure
File Size 1.7 MB

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.



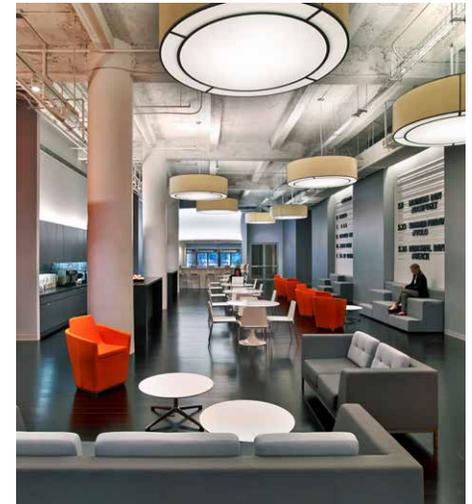
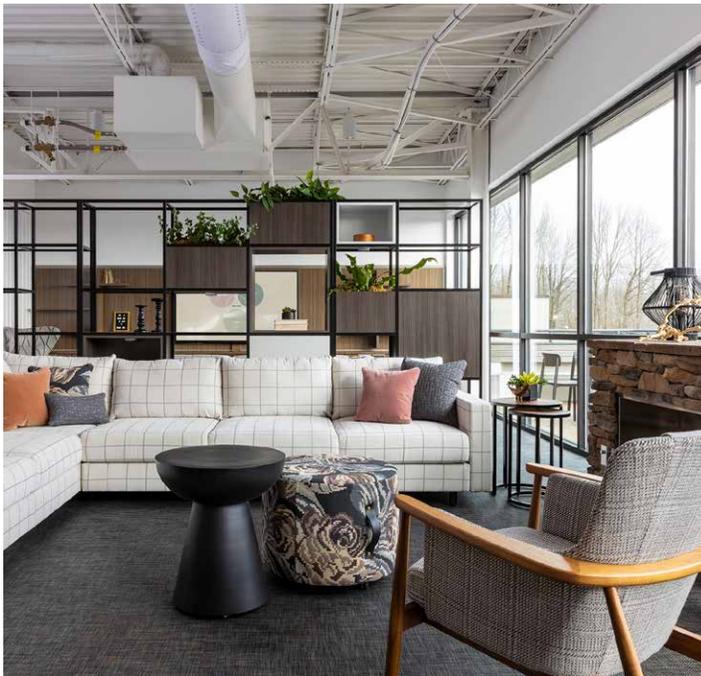
Manufacturer Photos



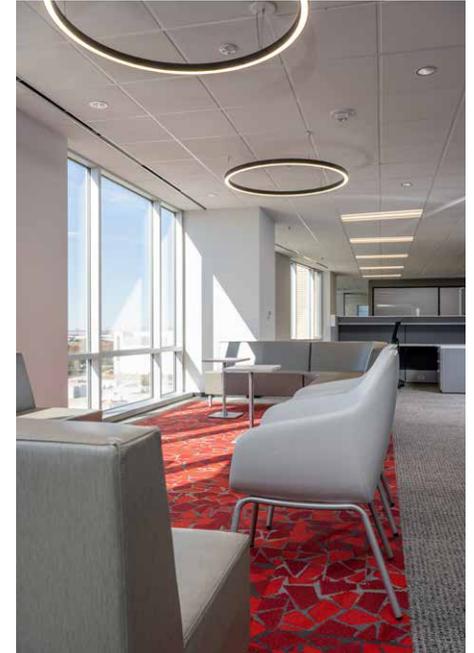
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Lereta Install (MSL)



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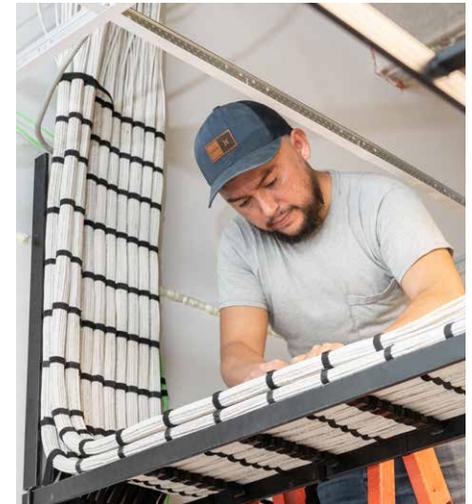


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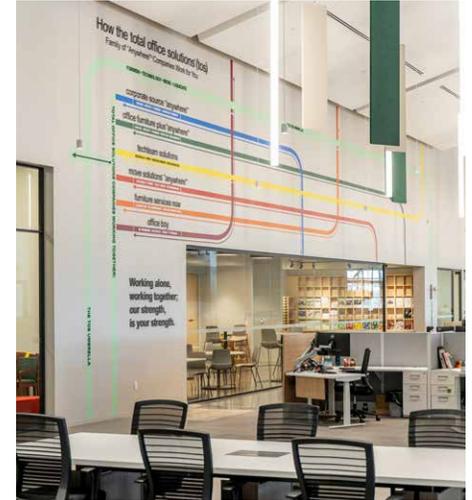


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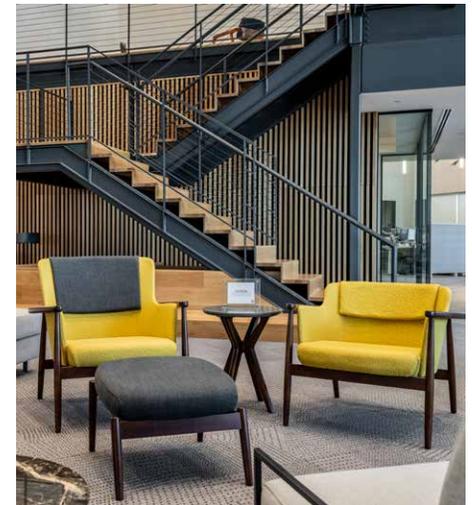
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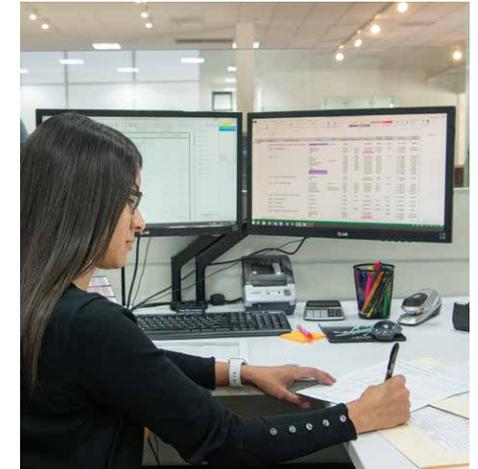
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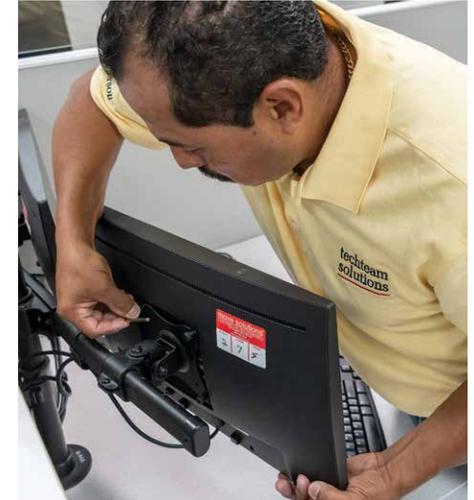


corporate source

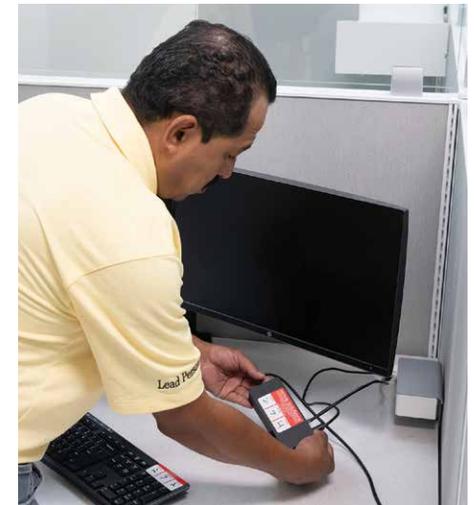
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Stock Photography

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

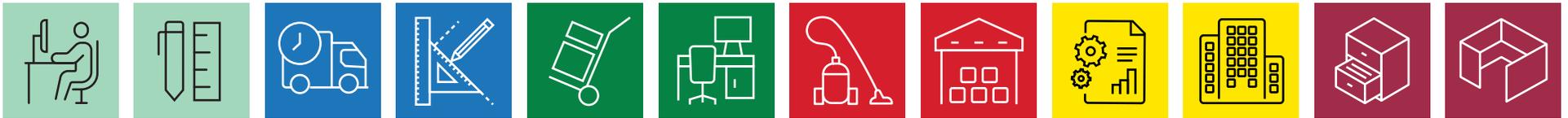
Acceptable Photography



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

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

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- Technology Services
- Office Moving
- Installation
- Furniture Liquidation Space Decommission

The Invisible Services

35+ years leading successful, dependable businesses
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 Best of class resources protecting clients
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Total Office Solutions' direct mail campaigns offer a targeted and personalized approach to reach specific audiences. By leveraging carefully curated mailing lists, our direct mail materials deliver tailored messages directly to the hands of potential clients, maximizing the impact and effectiveness of our marketing efforts.

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- Great Office Moving Pricing!
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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.



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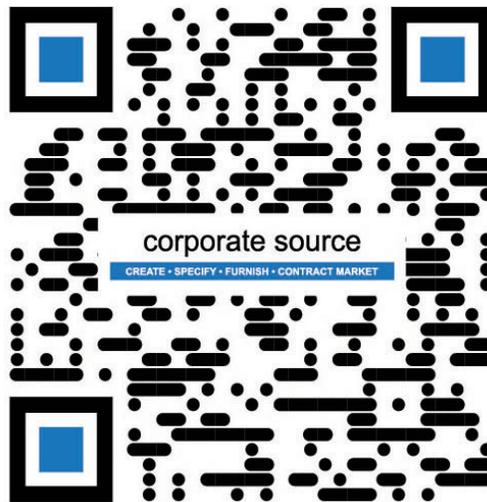


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Digital Files



Square Logo Acronyms for Profile Picture



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Move Solutions Recruiting LinkedIn Ads



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- 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

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 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

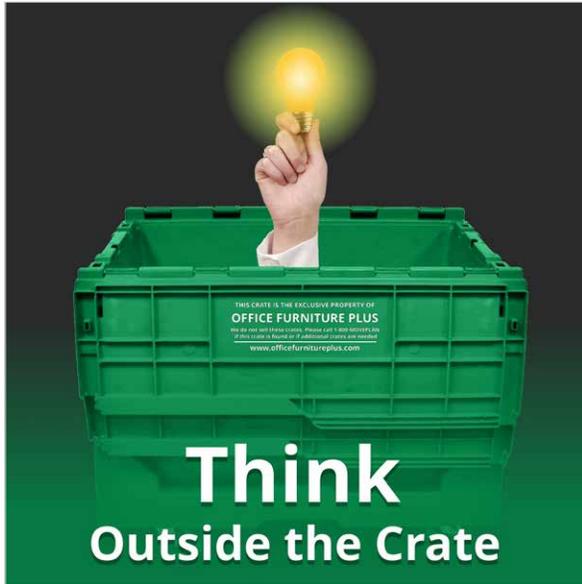
Controller

- 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!

office furniture+
And Its "Anywhere" Footprint
CREATE • SPECIFY • FURNISH
START-UP / MID-MARKET

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!



OFP Linked In Recruiting Ads



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.

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

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

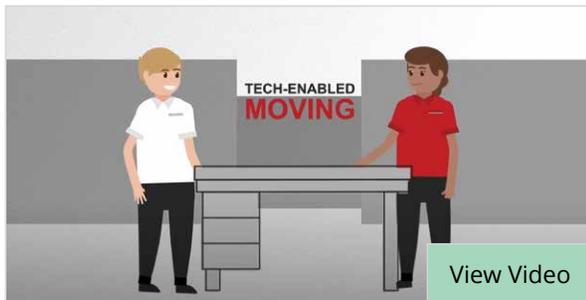


--- Your business unit logo

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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®

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AIS WE'RE ON IT.™

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NATIONAL™

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Manufacturers: Furniture Collections



Etc.

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SEATING

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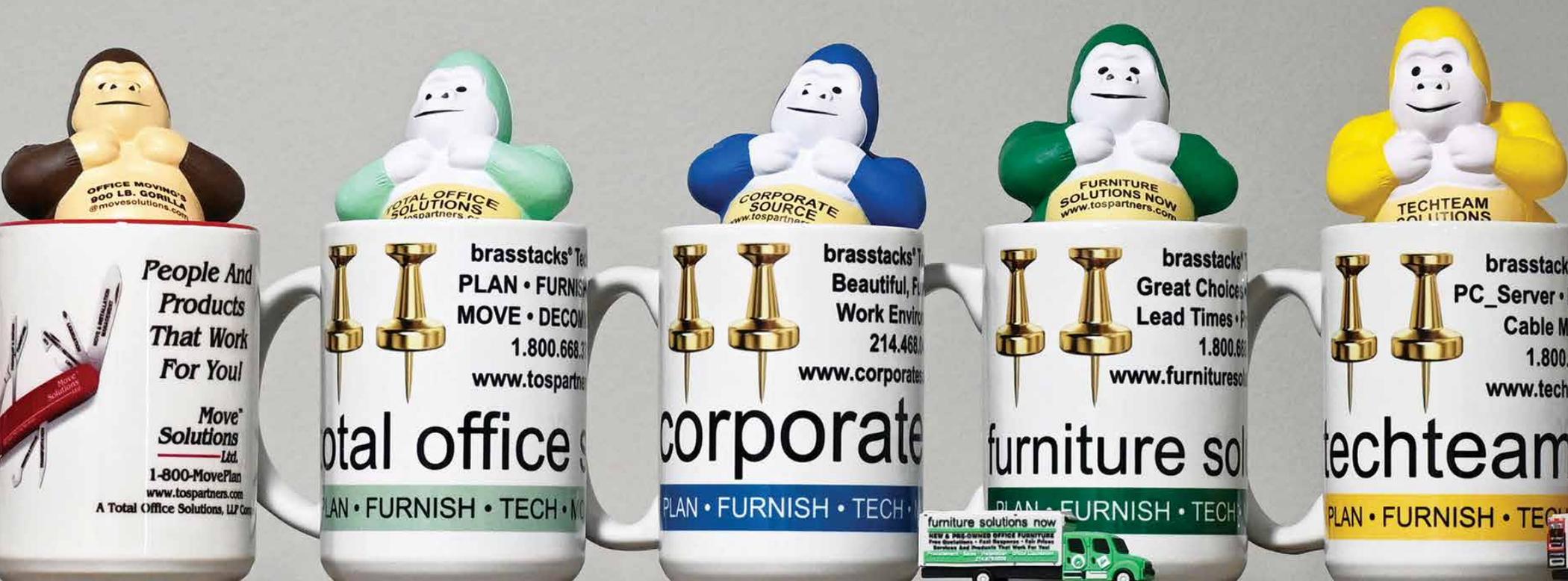
[View Collection →](#)

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