

Your **Local** and **National** Office Mover!



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

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

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

We have never failed to respect that trust.

move solutions[®]
A Total Office Solutions Company

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION



1.800.668.3752



movesolutions.com

The Result of Our Combined Effort is....

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

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

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

We Have Never Failed That Trust.

Working With You;



For You!

1.800.668.3752



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MSL82021V5



How Will We Serve Your Needs and Wants?

People, Teams, Geographic Reach; the strength of the Total Office Solutions Family of Companies.

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

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

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

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

Move Solutions, Ltd. is a Total Office Solutions, LLP company.

total office solutions®

A Total Office Solutions Company

PLAN • FURNISH • TECH • MOVE • DECOMMISSION

tospartners.com

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SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

techteam solutions

A Total Office Solutions Company

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

furniture solutions now

A Total Office Solutions Company

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

corporate source

A Total Office Solutions Company

CREATE • SPECIFY • FURNISH • CONTRACT MARKET

furniture repair now

A Total Office Solutions Company

REPAIR • REFINISH • REFABRIC • UPHOLSTER

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Interviewing Office Moving Companies? What Smart Questions Should You be Asking?



Office-Moving Experience

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

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



Office-Moving Resources

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

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



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

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

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



Office-Moving Insurances; ACCORD Form 25

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

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



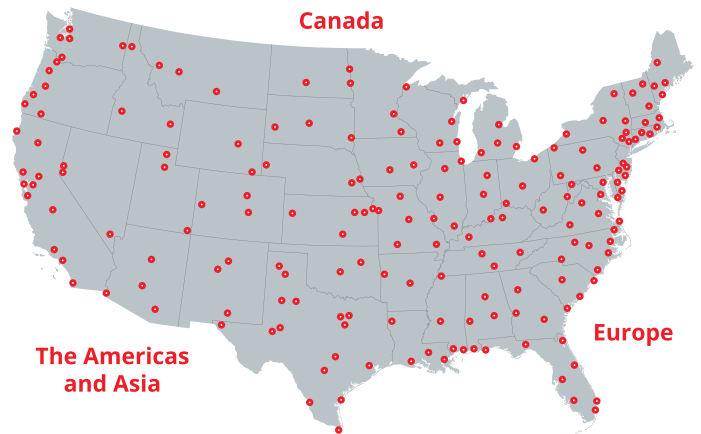
Texas "Subscription" Workers Compensation coverage provides you with the legal defenses available by Texas statute. CAUTION: Alternative workers compensation programs strip you of those defenses.

You. Move Solutions. Anywhere.

Where Can Our "AnyWhere" Serve You?

Move Solutions' Local, National, International Business Moving

Get a quote today to get started on your next "Anywhere" business move need. Whether you are moving your business across town, the country, or the world, you need an expert at your elbow working for you and with you. History has proven over and over that Move Solutions is that expert.



National Moves, Adds, Changes, Project Services

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

move solutions® reach

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

global service footprint

200+ partner companies throughout U.S., Canada, Europe, Asia

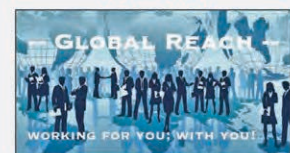
workspace in motion

planning + managing + logistics + communicating + metric reporting

the power of one proprietary process; brasstacks®
TechEnabled move services; seamless digital footprint

the power of one contact

people + relationships + equipment + proven systems



Dallas + Dallas Design District + Fort Worth + Addison + Austin + San Antonio + Nationwide • 1.800.668.3752 • www.tospartners.com M227920200130

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movesolutions.com

We've Done This Just a Few Times Before!

Move Solutions, Ltd. is able to provide current references for all types of office-moving projects. In addition, we are heavily involved in industry affiliations.

For over thirty-five years, our thousands of clients have relied on Move Solutions for rigidly adherent, process-driven office moving services.

Our three favorite words are Stable, Predictable, and Anywhere!

You want them to be your as well.



Founders / Owners Commitment

“ Our ability to serve our clients depends upon the people that make up the Total Office Solutions, Ltd. family of companies. Our committed mission in each of our companies is to staff well, develop well, manage well, and then lead well. The sole purpose of each of those commitments is to provide our clients with teams of exceptionally qualified and capable people to work towards the successful satisfaction of our clients' needs. ”

- Linda & Michael Monette

The Process ...

1. **What Smart Questions Should you be Asking?**

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

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

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

Smart Questions You Should Ask

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

2. **move solutions**

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

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

MOVE SCHEDULE

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

MOVE PLAN

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

Process

TechEnabled Process

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



Listening And Planning

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



Project Management

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



Property Protection

Our Insured, Background-Checked teams will pre-walk your Origin and Destination spaces and buildings. We then install property protection in respect of you, of your Property Manager. Zero damage is our normal!



Shredding, e-Waste Disposal

Pre-Move, In-Move, Post-Move purging and shredding of unneeded records, assets and electronic assets of every kind. Includes documented destruction

... Of Our Process!



PC Peripheral De/Re Services

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



Stack-N-Pack No-Lift Crates

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



Furniture Installation

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



Moving Your Firm

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



Project Final Clean

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



This is what your landlord gave you!
This is what your landlord wants back!

Liquidation – Decommission

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

Like What You See? Let's Get Started.



#1

Contact Us to Get Started!

1-800-MOVEPLAN (1-800-668-7526), sales@tospartners.com or use www.movesolutions.com "need a quote or coach".

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

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



#2

Meet & Greet

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

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



#3

Schedule Your Move and Pack/Prep Meetings

We plan your move via our BrassTacks TechEnabled Office Moving CRM.

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



#4

Asset / Paper /
eCycle Purging

Certified e-Waste
Destruction

Purging & e-Waste Disposal

What Do I Do With My Useless STUFF?

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

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

Working For You, With You!



Furniture Solutions

Furniture Installation Professionals

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

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

We maintain tidy, clean work areas. Your safety, Our safety is important to both of us.



It's Your Move Night

Who's Your Best Friend?

Move Solutions is your best friend on move night. We do all the heavy lifting; all you need to do is sit back and relax. Our experienced, professional team of movers and installers will arrive on time and ready to work. And because our crews have been carefully and thoroughly screened before they step on your property, you can rest assured that your business is in good hands. Let our highly knowledgeable office-moving and installation crews take care of your office-moving needs today!



Lease-Compliant Post-Move Final Clean

Let Us Be Your Janitor!

Why worry about cleaning your vacated office, when we can handle it for you? Our white-glove services will exceed your final lease requirements. Your landlord gave you an attractive, clean new space when you moved in. Now that same landlord wants an attractive, clean space when you move out – sans normal wear and tear. We can do that for you; plenum clearance of low voltage and electrical, drywall and other repair, adhering to your departure lease agreement with that landlord.



Project Liquidation / Decommission

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

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

total office solutions®

And Its Family of Companies

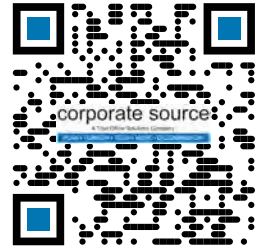
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corporate source

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