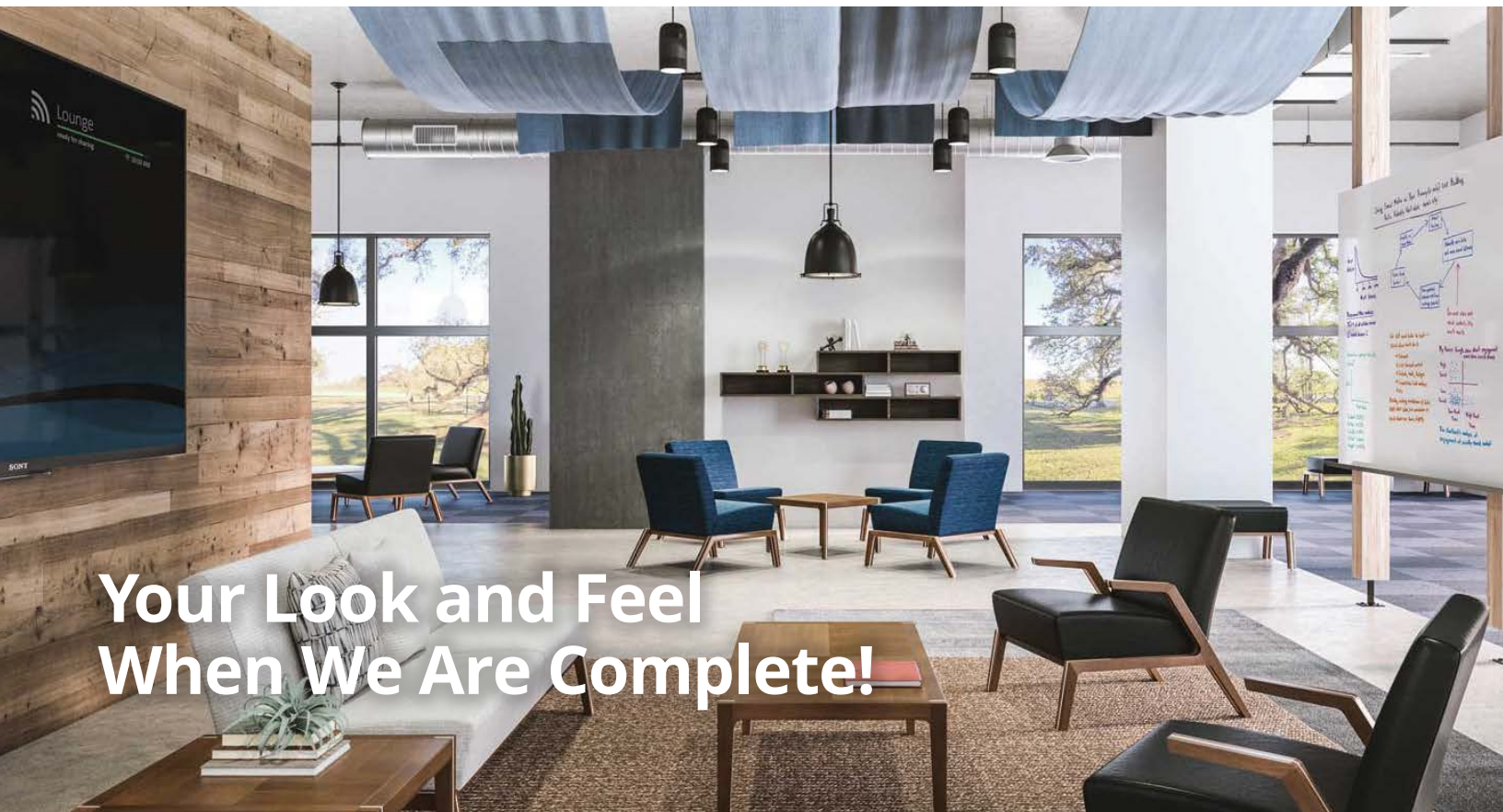


total office solutions®

And Its Family of “Anywhere” Companies

c	Corporate Source	f	Office Furniture Plus	t	TechTeam Solutions	m	Move Solutions	f	Facilities Services Now	p	Paint and Carpet
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		Facilities Services Liquidation and Facility Decommission		Paint and Carpet Paint, Carpet, Relamping, Furniture	



Your Look and Feel
When We Are Complete!

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

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And Its Family of “Anywhere” Companies

FURNISH • TECH • MOVE • LIQUIDATE • DECOM

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move solutions®

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SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

office boy

A Total Office Solutions Company

NO MINIMUMS • NO NOTICE • TODAY IF POSSIBLE

techteam solutions

A Total Office Solutions "Anywhere" Company

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES

office furniture plus

A Total Office Solutions "Anywhere" Company

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

corporate source

A Total Office Solutions "Anywhere" Company

CREATE • SPECIFY • FURNISH • CONTRACT MARKET

paintandcarpet.com

A Total Office Solutions "Anywhere" Company

PAINT • CARPET • RELAMPING • FURNITURE

FURNISH • TECH • MOVE • LIQUIDATE • DECOM

Total Office Solutions family of "Anywhere" companies deliver comprehensive services for the modern office.

From workplace planning, furnishing, and technology to moving and decommissioning, Total Office Solutions is a turnkey partner in navigating complex logistics and managing business costs. Our seasoned project managers will work with you to develop a customized plan and schedule that perfectly reflect your needs, streamlining the process from start to finish.

Family-owned and operated since 1987, our motto has always been, "We work for you—with you." We believe partnering with clients to meet their individual needs is a large part of what makes our organization a success.

From start to finish, you can count on our expert team of full-time employees to be there for you!

For more than 35 years, the Total Office Solutions team has helped clients stay nimble with solutions that assure adaptability for constantly evolving businesses. Our family is composed of five key components, and customers enjoy the flexibility to use these services in any combination with seamless project management.

But that's only part of our story. You can also rely on us for many other services beyond moving, including technology installation, furniture installation, property protection, final clean, and storage/warehousing.

In Order: Office Furniture Spec, Tech Moves, Office Moving, Office Furniture Liquidation, Facility Decommission



See Last Page for QR Codes

1.800.668.3752



tospartners.com

TO5040825V3

Stable and Predictable for All of Us

NO Puzzles!

NO Mysteries!

NO Surprises!

Just Completion!



Planning/Estimating



**Contract & Mid Market
Office Furniture**



Technology Services



Office Moving



Installation



**Furniture Liquidation
Space Decommission**

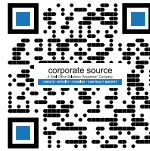
Client Facing and C-Suite Contract Furniture

Office Environments That Inspire and Assure

corporate source

A Total Office Solutions "Anywhere" Company

CREATE • SPECIFY • FURNISH • CONTRACT MARKET



How Will We Serve Your Needs and Wants?

Step Forward with Confidence

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

Top-Quality Products

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

Services For You

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



Mid-Market (middle, little) Office Furniture

The Leader in New and Used Office Furniture

office furniture plus

A Total Office Solutions "Anywhere" Company

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



How Will We Serve Your Needs and Wants?

When it comes to office furniture, you don't just need desks, and chairs.

What you really need are spaces for people to work, meet, store their belongings, and attract bright new teammates. We don't just specify office furniture; we help you find the environment that allows your team's very best qualities to rise to the top AND enjoy that success!

Our designers pay attention to so much more than furniture. They constantly work on real projects, visit manufacturers' 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.

Esthetic, Functional "Environments by Design"

Great work environments consist of three things: leadership, teams, and great furniture. Our opportunity is to listen to you, and work with you to match your Leadership vision and your Team's vision with the furniture lines, furniture options, fit, and finishes that support your work style, culture, and future.



New Office Furniture



Used Office Furniture



Liquidation & Facility Decommission

Technology Services

TechTeam Solves Technology Moving/IT Change Needs

techteam solutions

A Total Office Solutions “Anywhere” Company

SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES



How Will We Serve Your Needs and Wants?

Tech Connect, Decommissioning, and Inventory Services

TechTeam Solutions is your one-stop resource for data, voice and audio/visual cabling, PC disconnect and reconnect, server relocation, and IT equipment inventory management. We can recommend proven suppliers to assist with designing the most efficient infrastructure for your application and then expertly install and integrate all of the components, including business and VoIP telephony.

Your Technical Helping Hands

Our knowledgeable, experienced team members provide the extra hands you need while implementing a transition plan. They work with you and for you to ensure that suppliers are aligned, fiber is up, servers are synced, the cloud is accessible, WiFi is working, and your changes are completed on schedule. We offer precisely the help you need, when you need it, for new installations, moves, or decommissioning.



**When You Move, Your Technology Moves with You.
TechTeam Plans and Physically Supports Those Moves.**

Services For You



- PC Disconnect/Reconnect and Computer Moving
- IT Moving Services
- Server Migration Services
- New Equipment Receipt and IT Inventory Management
- Shredding & eWaste Disposal
- Low Voltage Cabling Installation and Removal

Pre-move Shredding, eWaste Destruction, and Certified Disposal

It is essential that you think through what you dispose of relative to security, privacy, and business “secrets”. Move Solutions and TechTeam Solutions helps you with all of that; we have been “there” thousands of times to your one. Scheduled and supervised privacy destruction; whether documents, electronic equipment, or objects. When electronics have been cleansed of data, Move Solutions and TechTeam Solutions then disposes of them in a sustainable and responsible manner.

Move Solutions and TechTeam Solutions offers purging equipment and services for your use BEFORE the move. Gondolas, Purging Bins, insertion of the activity into the master schedule; all important to you reducing your move expense in a expense conscious and responsible manner.



TechTeam Solutions and Move Solutions— your trusted partner for the following services!

- Shredding “NAID AAA Certified”
- Onsite & Offsite Capabilities
- Electronic Recycling “R2 Certified”
- Hard-Drive Shredding
- Certificate of Destruction & Recycling
- 100% Recycled

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Office Moving

(MAC) Moves, Adds, Changes, and Projects, "Anywhere"

move solutions[®]
A Total Office Solutions "Anywhere" Company



SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION

How Will We Serve Your Needs and Wants?

National Account Office Moving Advantages

One point of contact. Consistent project management, expense tracking, and billing procedures. Aggressive application of new technologies. A balance of proven global processes, street-smart knowledge of regional and local expectations, and how to get things done. This is the Move Solutions "Anywhere" Advantage.

Your advantage starts with one point of contact, with multiple options and solutions. We deliver consistent performance standards across all locations and eliminate surprises. We specialize in office moves for enterprise accounts, and our team of qualified, background-checked, drug-tested professionals has helped us grow for more than 35 years.

Local, National, and International Office Moving

Boston or Austin. Tijuana or Toronto. Our people, network and systems enable us to deliver the same superior service wherever you need it, throughout North America and beyond. Move Solutions provides office and business moving with precise coordination and protection of assets. Our services include relocation, installation, logistics, and warehousing, as well as Moves, Adds, and Changes (MAC), Furniture, Fixtures, and Equipment (FF&E), and Operating Supplies and Equipment (OS&E).

Industries Served

- Corporate relocations
- Regional and district offices
- Manufacturing facilities
- Retail operations
- Commercial buildings
- Government offices
- Hospitals and healthcare facilities
- School districts
- Libraries
- High-value products and equipment
- *And so many more*



Using Our Multi-Platform CRM "BrassTacks" We're Rigidly Process Adherent!



Planning



Managing



Logistics



Communication



Reporting

Project Management

Single Projects or Multiple Projects, "Anywhere"

total office solutions®

And Its Family of "Anywhere" Companies

FURNISH • TECH • MOVE • LIQUIDATE • DECOM



How Will We Serve Your Needs and Wants?

One Point of Contact. Multiple Solutions.

Consider this concept: Our suite of services with a single point of contact means an agile, effective response and quick delivery of informed solutions as your needs evolve.

Our comprehensive approach to planning, furnishing, equipping, or moving your office includes project managers who understand all aspects of how you work today. They are cross trained in all our service groups and can coordinate support from one or any combination to achieve your objectives.

Our project managers coordinate every step of your office move for total peace of mind no matter how many companies or offices you have anywhere, saving you time and money in the process. Our project managers work with your leadership and team to establish lines of communication and peace of mind. They marry a broad range of resources to the environment for an efficient, successful project.

Total Office Solutions BrassTacks CRM; Our Tech-Enabled Process Engine

Brass Tacks is our proprietary information management system we perfected and customized precisely for our industry and applications. It helps ensure that all participants have real time access to the latest data on demand and streamlines project management with concise detail.

The combination of experienced professionals and tools like Brass Tacks reduces complexity, orchestrates the critical sequence and timing of every step, and keeps goals in clear and constant view.

Whether you are purchasing new furniture, moving and reconnecting an IT infrastructure, or relocating entire facilities across the country, our commitment to planning and process empowers us to take on any challenge. Excellence in project management is the essence of the Total Office Solutions Companies.

A Focus On Your Needs



Our team works alongside yours to coordinate "ALL" your relocation needs and ensure its utmost success.



We work with you to make the most efficient use of your new space and everything you bring to your new facility.



Your relocation is strategically planned right down to the last detail, leaving you stress-free and ready to relocate with ease.

Comprehensive Paint and Carpet Services!

Single Projects or Multiple Projects, "Anywhere"

paintandcarpet.com

A Total Office Solutions "Anywhere" Company

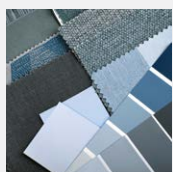
PAINT • CARPET • RELAMPING • FURNITURE



Renewing Your Lease? Need an Office Upgrade?

Enhance your space with fresh paint, new carpet, and relamping of your lights.

Our painting, carpeting, and relamping services are designed to upgrade your work environment. We assess your needs, propose practical solutions within your budget, and take care of the entire process, so you can maintain focus on your business, free from the distraction of managing various contractors.



Color Consultation

- Professional advice on selecting colors to match the existing décor

Surface Preparation

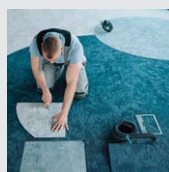
- Cleaning, sanding, and priming of walls and ceilings to ensure paint adheres properly

Protective Measures

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

Tile Flooring Solutions

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



Carpet Selection Consultation

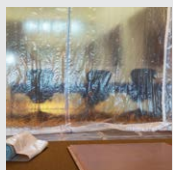
- Professional advice on selecting carpet types and styles
- Providing samples and discussing durability and long-term service maintenance requirements

Floor Preparation

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

Post-Installation Cleanup

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



Application of Paint

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

Cleanup

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

Airflow Management

- Utilization of fans and ventilation systems to minimize paint odors



Removal of Old Carpeting

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

Carpet Installation

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

Post-Project Carpet Cleaning

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

Your Total Office Solutions "Anywhere" Project Journey in a Graphic.

Working directly with you or with your professional move consultant, the Total Office Solutions family of companies contributes to and assists in creating a detailed project plan. Taking into account your facility, your location, and your project budget, our team complies to ensure your project schedule is a seamless journey and as stress-free as possible.

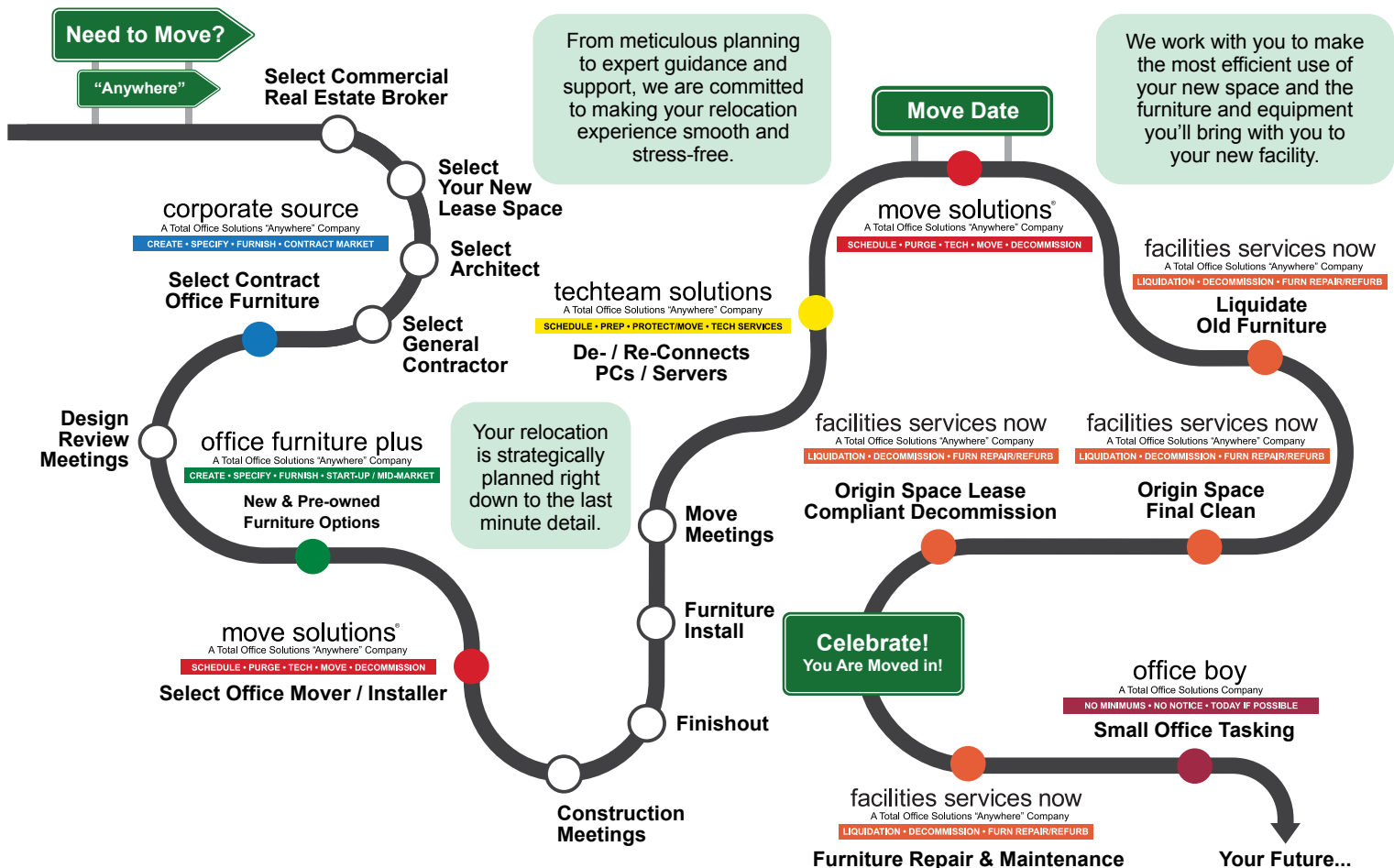
total office solutions®

And Its Family of "Anywhere" Companies

FURNISH • TECH • MOVE • LIQUIDATE • DECOM

When it comes to relocation or renewal projects, every project is likely to present its own unique set of challenges; sometimes complex, often just stressful. Whatever the relocation, location, or facility, Total Office Solutions is here to help make the process that much smoother.

- Our team works alongside yours to coordinate your relocation and ensure success.
- We work with you to make the most efficient use out of your new space and the items of furniture and equipment you'll bring with you to your new facility.
- Your relocation will be strategically planned right down to the last minute detail, leaving you stress-free and ready to relocate with ease.

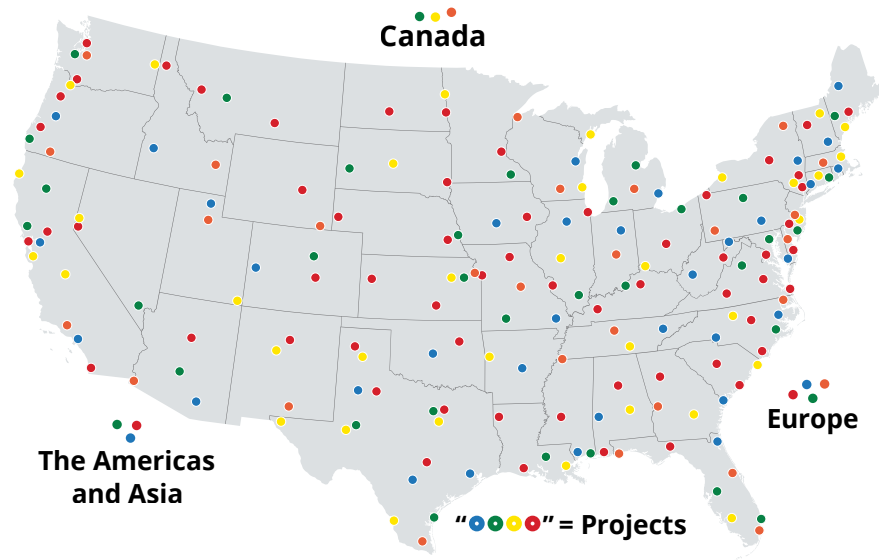


You. Total Office Solutions Companies. "Anywhere".

Where Can Our "Anywhere" Companies Serve You?

Total Office Solutions Local, National, and 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 Total Office Solutions is that expert.



total office solutions, llp; (tos) tos; the invisible THE EYE DIDN'T SEE, THE EAR DIDN'T HEAR, THE MOUTH DIDN'T ASK	
39+ years leading safe, dependable businesses 300+ tenured employees; debt free, cash flow discipline + servant's heart culture	
best of class business insurances protecting clients state subscription worker's comp + highest limits of liability	
best of class resources protecting clients leadership + employees + owned equipment + app process + claims/punch eMail	
39+ years of managing the expected unexpected be ready: pain heals, chicks love scars, glory lasts forever; "it ain't our first rodeo"	

We've Done This Just a Few Times Before!

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

For over thirty-nine years, our thousands of clients have relied on Total Office Solutions for rigidly adherent, process-driven office moving services. Our three favorite words are: Stable, Predictable, and "Anywhere"! You want them to be yours, as well.



Founders/Owners Commitment

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

Linda & Michael Monette Woman-Owned and Led +  Veteran Owned

total office solutions®

And Its Family of “Anywhere” Companies

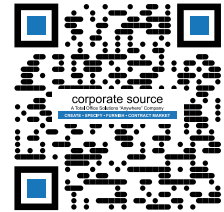
FURNISH • TECH • MOVE • LIQUIDATE • DECOM



corporate source

A Total Office Solutions “Anywhere” Company

CREATE • SPECIFY • FURNISH • CONTRACT MARKET



office furniture plus

A Total Office Solutions “Anywhere” Company

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



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SCHEDULE • PREP • PROTECT/MOVE • TECH SERVICES



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office boy

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