

# Office & Industrial Service Features



## Typical Commercial Relocation Services

- Cataloging
- Office layout and space optimization
- Records retrieval systems
- PC relocation and configuration
- IT asset management and remarketing
- Packing and unpacking
- Landscape furniture configuration and refurbishment
- Library and archive indexing and relocation
- File systems and reconfiguration
- Project planning and budgeting
- Asset disposal and reclamation
- Asset inventory programs

## Pre-Move Consultation

- Prepare budget analysis
- Establish transfer time tables
- Recommend qualified vendors
- Provide bid specifications

## Communications

- Consult and plan with move committee
- Coordinate services with building management
- Conduct packing seminars with employees
- Develop written relocation plan
- Establish color coded floor plan

## Supervision

- Site supervision
- Building protection
- Special handling of valuable equipment and confidential files
- Flexible and scalable

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www.mccollisters.com  
800-257-9595

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