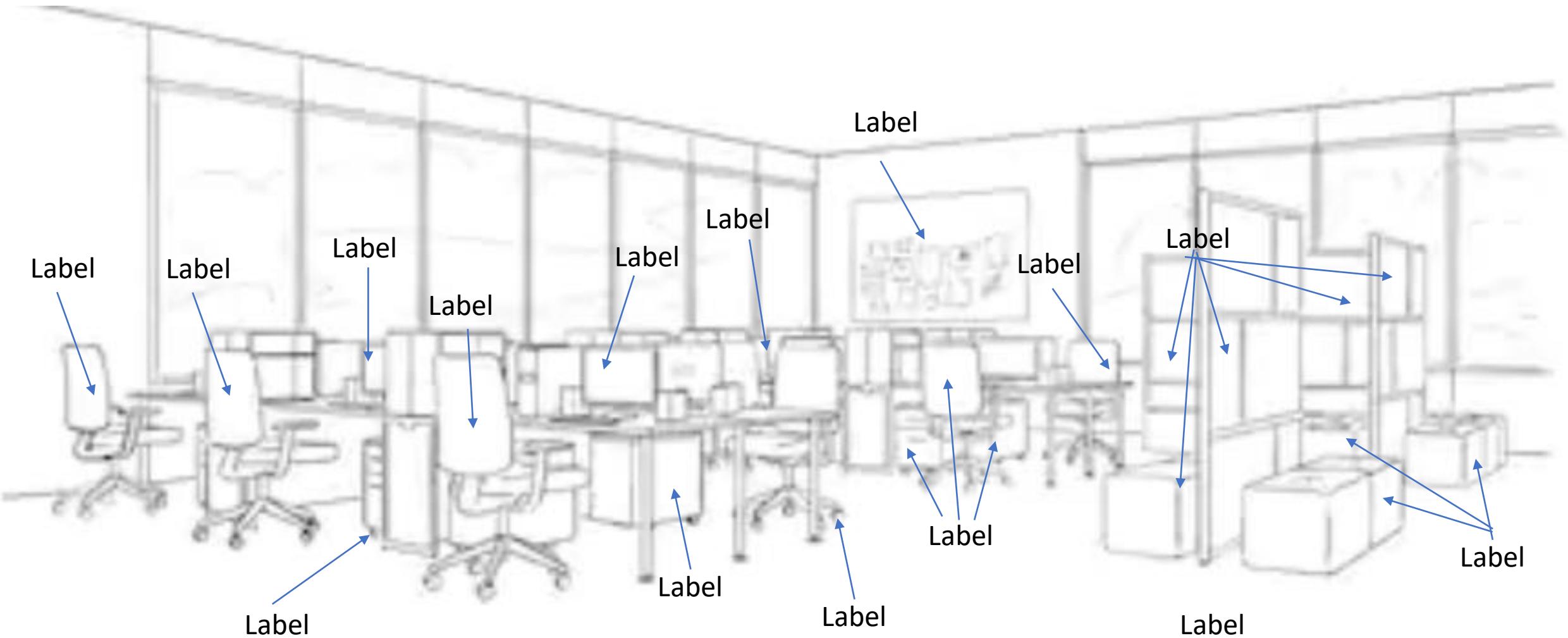
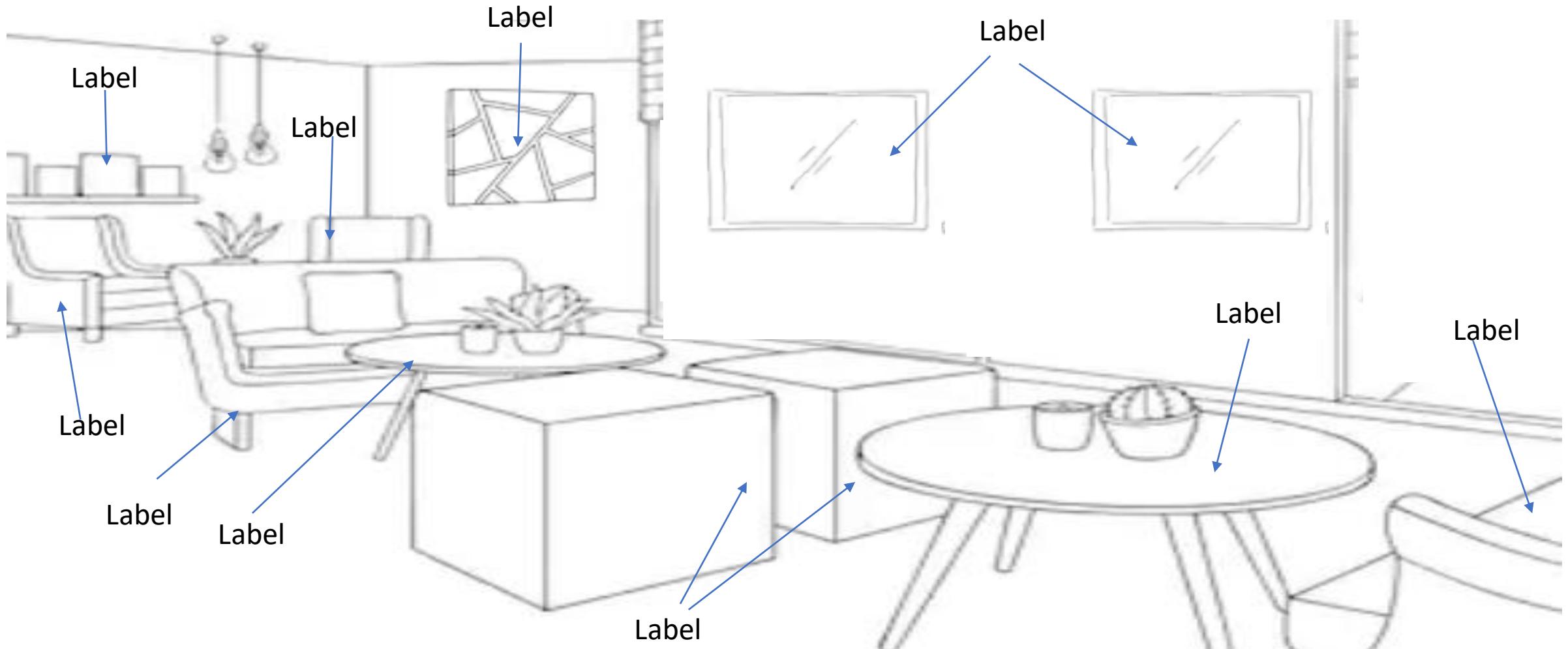


Traditional Office Space



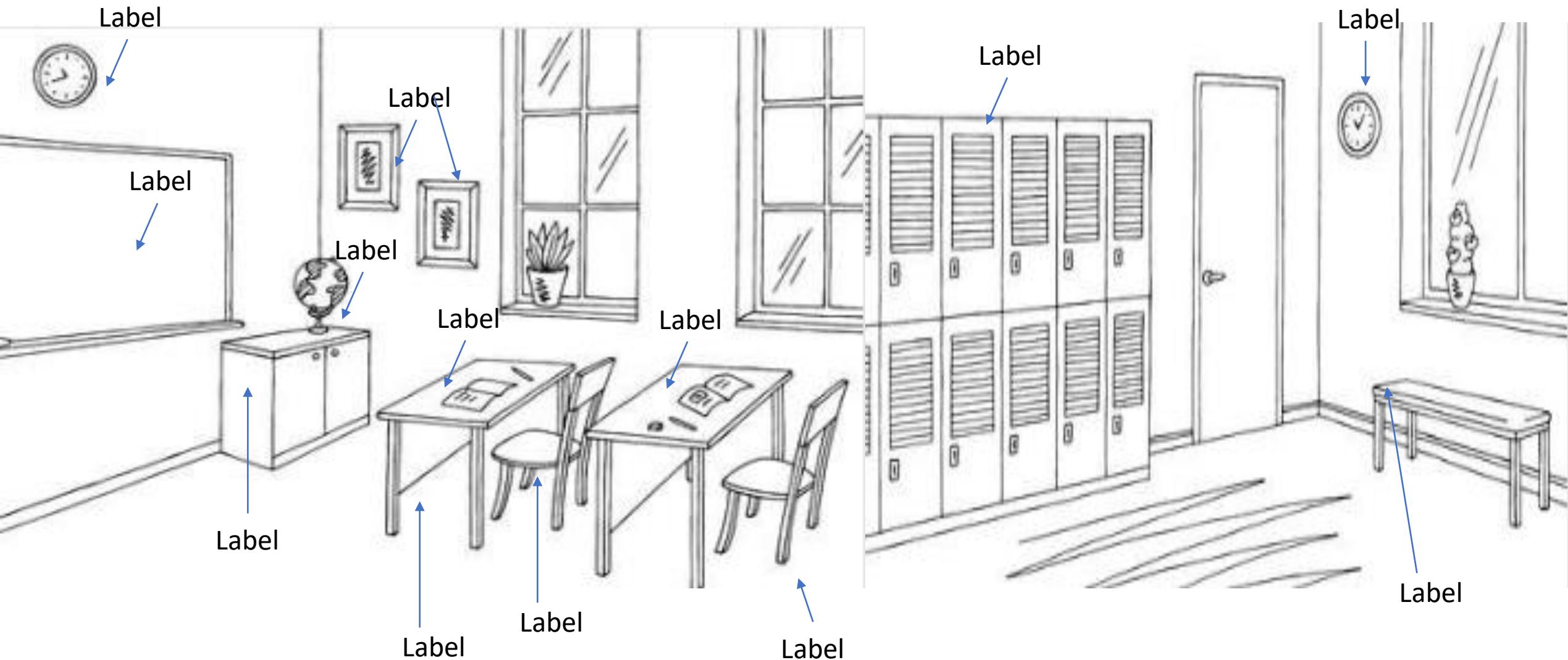
Every electronic, furniture, fixture, lighting, boxes, desk, cubicle, stand, chairs, art and other various office items will be labeled. Personal items are usually removed and/or a box/carton are supplied for the employee to pack. Once packed, the box is labeled.

Office/Hotel Lobby



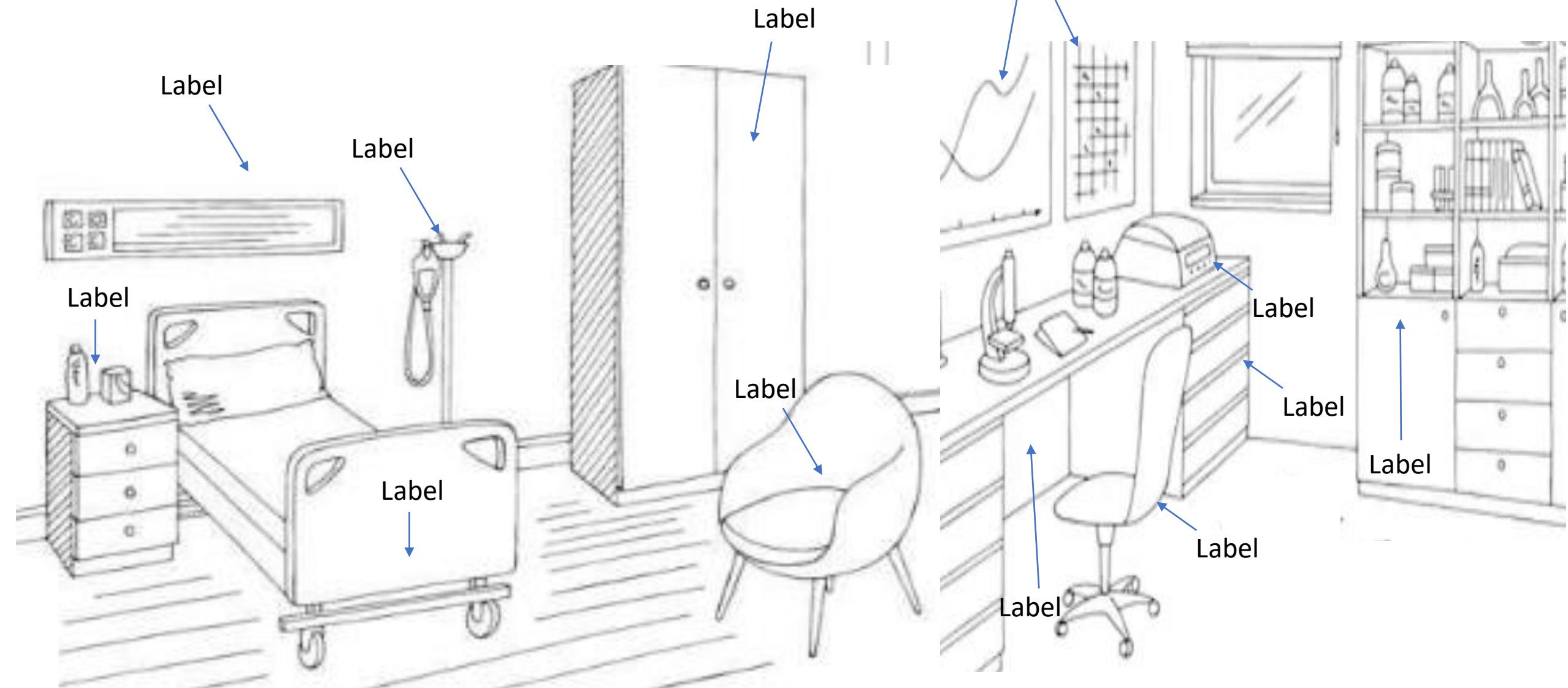
Rugs, furniture, fixtures, art, televisions, artificial plants and other various office furniture gets labeled.

School



Desk, lockers, tables, cabinets, art, showcases, chairs, lab equipment, athletic, bookshelves and other equipment labeled.
School supplies would be boxed up and labeled.

Hospital/Laboratory



In addition to standard office equipment, furniture and fixtures, beds and medical equipment will be boxed and labeled.

NOTE: Some equipment may be need to be shipped due to manufacture warranty

Overview

- **Simple label system** (colors, numbers, etc...)
- **Provide layout** (correlate labeled items to map)
- **Label all items and boxes moving**
- **Use labels that will not damage equipment/walls**
- **Label & count total number of items in box**
- **Place labels at eye level and on visible areas of furniture and boxes**

Consult with client on plan and any special requirements for moving specialty equipment.