



# OFFICE & INDUSTRIAL

At S&M Moving Systems we believe it is our responsibility to carry out each client's project in a timely and efficient manner. We maintain our high service level by coordinating all aspects of your project. Starting with pre-move meetings to include key department heads, we anticipate the unexpected. By thorough planning from exit at the origin location to arrival at destination, we apply a complete commitment to your total satisfaction.

## PRE-MOVE SEMINAR

- Packing Instructions
- Move Sequence & Planning
- Employee Responsibility
- Labeling Diagrams & Instructions

### *Services we provide include:*

- A no cost, no obligation relocation consultation to determine your company's needs
- A formal cost proposal presentation
- Overall location coordination, including scheduling and timelines, building management coordination, and rules and regulation compliance
- A pre-move seminar for office management and staff to cover any issues
- Complete coordination and management of 3rd party services