

B.I.express

SERVICES include:

SPACE PLANNING
AND DESIGN

RENTAL FURNITURE

SERVICE
AND REFURBISHING

MOVING
AND RELOCATION

STORAGE
AND WAREHOUSING
FURNITURE

PROJECT
MANAGEMENT

LEASING

PRE-OWNED
FURNITURE



MOVING AND RELOCATION

When planning a departmental or company-wide relocation, **B.I.express** can make your move appear simple. Whether it involves systems furniture, freestanding case goods, contents only and/or computer equipment, we can handle your move proficiently within the same city or across the country.

- **Planning:** We listen to your needs and assist in setting goals for a successful move. A detailed, written relocation plan is then provided.
- **Technical Support:** Detailed inventories of all computer systems and devices; disconnect/re-connect of all desktop computers, printers and fax machines. Specialized crews and equipment are used to perform relocation of servers and to provide whatever level of service is required.
- **Move Materials:** All move crates, cartons and specialty packing materials are available, as well as specialized equipment to handle product and contents such as PCs, servers, and high-density filing.
- **Packing:** Packing assistance is available in addition to providing written packing and labeling instructions and labeling schemes.
- **Orientation Meetings:** Our move coordinators can schedule and present formal meetings to review and explain every detail of your move plan.
- **Systems Furniture:** *B.I.express Project Management* oversees disassembly and installation of systems furniture.
- **Move Follow-Up:** Additional help is provided in the days following your relocation to address last minute changes and to clear away all move cartons and crates.
- **Storage/Warehousing:** Short and long term storage is available.