



# Move Services

With experienced movers, installers, and project managers, Sheppard's Business Interiors can plan, implement, and complete your office move according to your schedule



We do not need to tell you that moving is stressful. Few processes in the life of your organization will be as challenging, time-consuming and laden with

obstacles as relocating or reorganizing your facility. Sheppard's Business Interiors' move service team makes the process easy, allowing you to focus on running your business.

We will create relocation schedules for your employees, contractors and any other outside professionals involved in your move. We also make sure every delivery and process happens on time. We use our proven methods to coordinate the move itself, managing freight elevators, transportation, temporary storage, cleanup and more. We will conduct a complete inventory of furniture, equipment, boxes, and provide employees with a simple and effective labeling system.

With careful planning, the right team, and the right processes, Sheppard's Business Interiors ensures your move is a success for everyone. You and your employees can enjoy your new facility and move your company forward.

- Review items to be relocated, packed, disassembled, serviced and reassembled
- Create custom move plan based on logistics and budget
- Coordinate contractors and end-users
- Provide auxiliary items including labels, boxes, and computer carts
- Execute move including tear-down and re-build of systems furniture



Sheppard's Business Interiors

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Talk to your SBI sales representative today about Move Services >>>