

# RELOCATION & DISPOSAL SERVICES

## WE MAKE IT GO AWAY!



### Is Your Office Overburdened With Surplus Stuff?

We will assist you in evaluating systems that are overburdened with surplus furniture and equipment, and can coordinate the essential storage, boxing, labeling and inventory for future retrieval or disposal.

- Is your office downsizing?
- In need of a change?
- Preparing for remodeling?
- Scaling back office space due to remote workers?
- Want to minimize impact to the landfill?



#### RELOCATION SERVICES

Our specialists will perform all of the professional services required to safely and securely re-configure or relocate your entire office operations. This includes packing, label and inventory, and all ancillary services— and applies to your FF&E, files, storage systems, as well as the take-down and setup of all forms of information technology equipment by our certified technicians.

#### LET US TAKE AWAY YOUR EXCESS

- Furniture (desks, chairs, tables, file cabinets and more)
- Electronic equipment (copiers, fax machines, adding machines, printers, computers, monitors)
- Phone equipment
- Decorative items and even plants!
- You name it and we can make it go away!

Our fully trained, experienced crews will professionally pack and relocate or decommission your furniture and equipment (including technology equipment) in an efficient process to assure little to no down time. No matter how large or small, all projects are handled with the same sense of urgency and importance.

**ANY PROJECT | ANYWHERE | ANYTIME**



Corporate Office and Main Warehouse Facility  
5401 Lewis Road, Suite A | Sandston, Virginia 23150  
oiva@oi-va.com | Main Office: 804-550-0003 | Fax: 804-550-7648

800.728.7874 | oi-va.com

Service Today with Solutions for Tomorrow | Since 1988

Form MP93 © 2020 Office Interiors of Virginia, Inc.