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## Scope of Work

1. Building preparation is an integral part of the relocation process and, therefore, we will provide the required preparation both at the origin and final destination.
2. An effective plan of action coupled with sufficient man power will be provided.
  - a. A Supervisor or Lead man, is always on the job site to handle any changes or questions that may arise.
  - b. Only in-house trained personnel are ever used in office relocations.
3. We will arrange a schedule that meets your company's requirements and time constraints.
4. We will provide all the needed cartons and related packing materials, all of which will be delivered to you well in advance of your moving date.
5. An identification system will be established to facilitate an organized placement of all furniture, furnishings and equipment.
6. A Project Manager will work closely with you and your staff on any or all the various details associated with your relocation.
7. We will disassemble all necessary items and reassemble them at their destination.
8. Machine carts will be used for articles requiring special handling, i.e., typewriters, computers, calculator, etc. Each machine cart will be shrink wrapped. Lamps and other fragile items will be wrapped in furniture pads and placed in a gondola for added safety. Desk and credenza contents must be packed prior to moving.
9. The tenant is responsible to schedule elevator use with the building management. Exclusive scheduled use of assigned elevators is required.
10. COPIERS, COMPUTERS, PLOTTERS, and other delicate instruments should be prepared by your vendor for transportation. Copiers must have their drums locked down and the toner removed or the container emptied.