



## MOVE SERVICES

Helping You to Manage Change

Whether you're moving your organization across town or across the country, or struggling with the burden of daily inter-office moves, we can help. Red Thread has experience handling moves from a few to 2,000 people as quickly as over a weekend.

### Our Approach

Our Move Management Team works diligently throughout the client engagement to ensure we understand, document and communicate the essential information for a successful move.



- 1 PLANNING**  
Define the **scope, budget** and **schedule**.
- 2 COMMUNICATION**  
**Pre-move protocols** for packing, labeling, and what to expect on move day.
- 3 WAYFINDING**  
Color coded **floor plans, placards** and **directional signage** guide the move team.
- 4 CLOSEOUT**  
Onsite **final inspection and punch list** resolution.

## What do we move?



### Personal items

Documents, files and personal accessories



### Furniture

Workstations, desks, tables, seating, storage



### AV Technology

Projectors, screens, collaboration devices;  
Cable management



### IT Technology

Servers, network components;  
Connectivity checks



### Computers

PCs, laptops, monitors and peripherals;  
Monitor arm installation



### Printers

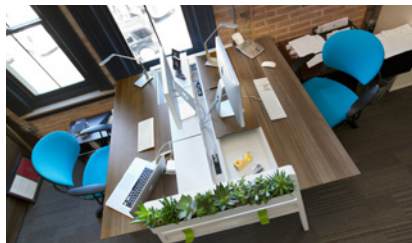
Copiers, desktop printers;  
Printer network mapping

## What makes us different?



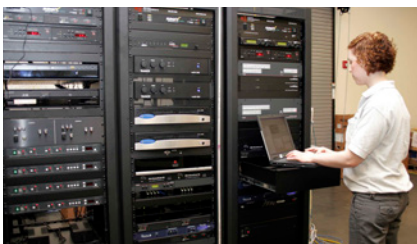
### Uninstall / Reinstall Furniture

Servicing all major brands



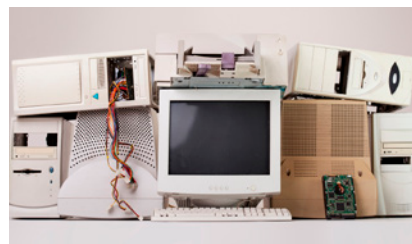
### Disconnect / Reconnect Technology

Including systems and individual devices



### AV System Certification

Ensuring full system functionality



### Technology Asset Recycling

Inventory, removal and recycling of retired devices

## Contact Us

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