

## **SCOPE OF SERVICES**

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Established in 2001, Penn Corporate Relocation Services/Penn South Coast Commercial Division is strategically located in the heart of Orange County adjacent to the "Golden State" I-5 Freeway. Residing in a 41,000 square foot storage and distribution facility, Penn Corporate Relocation Services/Penn South Coast Commercial Division has quickly become the premier commercial relocation specialists in Southern California affording even the most discriminating professional client the most comprehensive variety of services available in the industry today.

Founders Ron Larrieu and Ron Ott have established a project management team that has worked together an average of fifteen years serving some of the largest relocations in Southern California.

Penn Corporate Relocation Services/Penn South Coast Commercial Division has compiled and offers professional services to ensure the needs of the corporate client are fully met. The following are just some to the value-added services available to our relocating customers:

### **VALUE ADDED SERVICES**

#### **I: General Relocation Services**

- Office furniture, antiques and artwork
- Modular furniture (including installation)
- Libraries, file rooms and archives
- Network equipment (including servers, desktops, etc.)

#### **II: Installation Services**

- Modular furniture (most manufacturers)
- Library and file room shelving
- Presentation boards, whiteboards and artwork
- Seismic bracing (bolting) for file cabinets and bookcases
- Wallmounted overheads
- Pallet racking – with anchor bolts

#### **III: Packing and Crating**

- Custom crates for artwork, marble and glass table tops
- Artwork, glassware and statuary
- Libraries, file rooms and supplies (utilizing carts)
- Executive offices

#### **IV: Computer Disconnect/Reconnect**

- Assistance in disconnect/reconnect of desktop computers and printers (and fax machines)
- Anti-static bags for keyboards, cables, mouse and pad

#### **V: Warehousing**

- Inventory management of surplus furniture
  - Digital photography of furniture on Compact Disk
  - Detailed inventory of stored items
- Business records management

#### **VI: Shipping**

- Assistance to forward furniture, computer or records to anywhere in the United States (minimums apply)

#### **VII: Optional Services Available Upon Request**

- Vacuum carpets after move-in
- General cleaning office furniture



Penn Corporate Relocation Services/Penn South Coast Commercial Division also assists the hotel industry with a variety of service where the privacy and comfort of the guests remains the highest priority. Our staff of seasoned professionals will ensure the timely completion of all projects where adherence to specific customer criteria is the priority.

The following is a listing of services afforded to this specialized industry:

## **HOTEL INSTALLATION SERVICES**

### **I: General Installation Services**

- Set-up of existing room furniture (after carpet and paint)
- Basic installation and set-up of bed frames and headboards
- Unloading freight trucks with new furniture, inventory and packing slip verification, unpackaging and in-room delivery.

### **II: Advanced Receiving/Warehousing**

- Advance receive and warehouse new product
  - Inspect shipment, verify inventory
- Receive and warehouse finish construction materials
  - Carpet, floor and wall covering, fixtures, etc.

### **III: Delivery and Unpacking**

- Delivery of product by phase per room layout
- Unpack (and dispose of packaging material)
- Receive 'on-site', unload, unpack and install

### **IV: Installation**

- Furniture installation, including wall-mount headboards, etc.
- Hang/install artwork, mirrors, etc.

### **V: General Cleaning**

- Vacuum rooms and hallways after room set-up
- General cleaning of furniture



Penn Corporate Relocation Services has built a strong reputation based upon service, integrity, and our attention to detail. Building relationships with our professional customers and property management groups has been our focus and will continue to be at the forefront of business development.

Protecting the assets of our customers during all relocation projects is our priority. Whether through specialized packing and crating of artwork and antiques, or the relocation of libraries and file rooms, we strive to protect the building surfaces as well.

## **BUILDING SURFACE PROTECTION**

### **I: General Services**

- Masonite is a hard board, which is tempered on both sides. As part of our normal service for office relocations, Penn Corporate Relocation Services will protect flooring in lobby areas, hallways and other designated areas with a layer of masonite. Penn also utilizes 48" corrugated to protect walls and doorways, utilizing blue 'painters tape' to protect the paint finish.