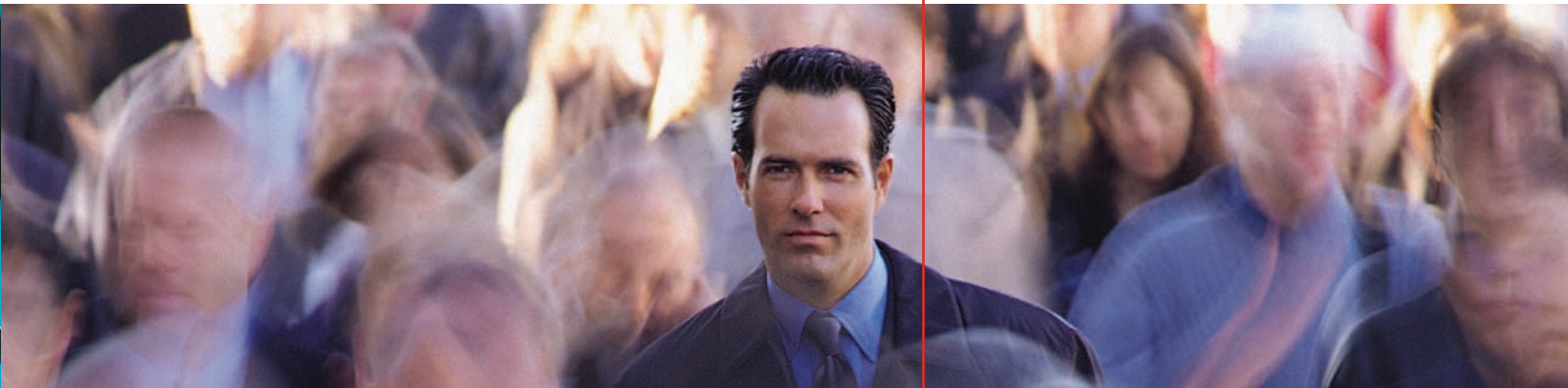


Transitions Have Their Minuses



- ⊖ You will lose productivity.
- ⊖ Someone will ask why the computers still aren't hooked up.
- ⊖ A key vendor doesn't show up on time.
- ⊖ Something always goes wrong.
- ⊖ Studies show most facility managers encounter enormous stress from a transition. Some even resign.
- ⊖ Some businesses make the transition...then falter.

Here's a
Big Plus



Peace of mind – at no added cost.

What will this move really cost you?

- Can you afford to lose productivity?
- Will the sales and fulfillment process be interrupted?
- Are you risking records and documents being misplaced, mishandled, or lost?
- How do you handle last minute surprises and overruns?
- How do you avoid missed deadlines and critical deliveries?

TOR helps you cover the bases.

TOR breaks down your transition into six steps. You may not need all of these services, but that's step one: determining which services you do need. We help you through any and all stages of transition.

1. Determine Your Needs
2. Site Research and Acquisition
3. Facility Preparation
4. Interior Design/Office Furnishings
5. Construction and Installation
6. Transition

Moving you from Start to Finish as sm



We help you determine what services you need.

We will connect you to the services you need within the growing TOR network.

- | | |
|----------------------|---------------------------------|
| + Architects | + Landscapers |
| + Artwork | + Material Handling |
| + Audio Visual | + Movers |
| + Builders | + Office Furnishing Specialists |
| + Cable | + Project Management |
| + Carpeting | + Realtors |
| + Contractors | + Security Systems |
| + Digital Imaging | + Signage |
| + Financial Services | + Site Planners |
| + Graphics | + Space Planners |
| + Interior Designers | + Telecommunications |
| + Internet | + ...plus more |
| + Land Engineers | |

How can TOR help?

Total Office Resource: an alliance of companies with long experience and reliable reputations. Every member of our network is professional, easy to do business with, accountable for their work, and competitively priced—not just because you demand it, but because we have to trust them, too. Each member of our network has a sworn commitment to serving you; otherwise, we wouldn't work with them. And neither should you.

To become a member of TOR, every member company must demonstrate:

- The highest quality products and services
- A history of stability and success
- Customer satisfaction process
- A program for continuous improvement
- Consistent quality performance, year after year

TOR handles every phase... in order...on time.

Each member coordinates with the other members to work within your budget and your schedule to make your transition seamless, efficient, thorough, and on time. You will resume business as usual in the quickest possible time. And not only will you spare you and your employees a lot of frustration and headaches, but employee morale will be higher. Your people will be excited about their new work environment.

Peace of mind at no extra cost.

What does TOR cost? Nothing. People are more than willing to pay extra for TOR's services. But you won't pay a single dollar more than if you'd called all the movers, decorators, landscapers, installers, etc., yourself. Plus you avoid the risk of trial and error.

smoothly as possible.



TOR is your "A-list!"

Obviously, you are organized, otherwise you wouldn't be in business. But your staff is not trained to handle a transition. Every member of our network is. TOR turns all the minuses into pluses.

- + TOR saves you money.
- + TOR saves you frustration.
- + TOR puts you in touch with the right resources.
- + TOR protects you from choosing unqualified or unreliable vendors.
- + TOR gives you over 350 combined years of experience.
- + TOR keeps obstacles to a minimum.
- + TOR resolves problems quickly.
- + TOR gets the job done faster than you could.
- + TOR improves employee morale.

Contact TOR today.

Before you started reading this, you were dozens—maybe hundreds—of steps away from ensuring that your transition goes smoothly. Now you are only one step away.

Call us at **630/671-4242**.

Or visit us at **www.TotalOfficeResource.com** for links to our members and more information.



Peace of mind – at no added cost.



Architects + "My experience with them has been excellent." + Artwork + Audio Visual + Builders + Cable + Carpeting + Contractors + Digital Imaging + Financial Services + Graphics + Interior Designers + Internet + Land Engineers + "Great resource." + Landscapers + Legal Services + "...very comfortable working with each other." + Material Handling + Movers + Office Furnishing Specialists + Project Management + Realtors + Security Systems + Signage + Site Planners + "...did a great job." + Space Planners + Telecommunications + ...plus more



Peace of mind – at no added cost.

476 Brighton Drive
Bloomington, IL 60108
Phone – 630-671-4242
Fax – 630-980-4243

www.TotalOfficeResource.com