



#### **A MESSAGE FROM OUR PRESIDENT**

Ridgewood Moving has earned the reputation of providing high quality, low stress moves for our customers for over 40 years.



We are well versed and experienced in addressing the intricacies a corporate move entails; beginning with organization and project management, available 24/7 during the entire process; packing and prepping office materials, storage closet and furniture.

We offer a 100% turnkey move and we value our customer's time and know that the firm needs to be in full operation expeditiously and efficiently.

We have the total ability to move your items to multiple locations including our own storage facility, if that is required. We, also, can handle the recycling needs of those items which you will be discarding.

Corporate moves are a key part of our business and we make them stress-free.

Sincerely,  
Cindy Myer, President

### **Ridgewood Moving Services Co.**

*Serving the Corporate Move Since 1966*

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## **Ridgewood Moving Services Presents: *The Stress Free Corporate Move***



What would make your move easier? How about:

- Complete preparation and disassembly of all offices, conference room space and administrative functions and files.
- Multiple locations and storage requirements as needed
- Commercial tagging of all items
- Provide packing material and boxes for each employee's personal items
- Weeknight and weekend moves as needed
- Wrapping and protecting of all critical items
- Use of Book Utility and Office Machine Carts
- Special handling of all IT equipment including computers, servers, printers, etc.
- Providing all permits, licenses, insurance and indemnification agreements
- Post move follow-up assisting employees with any adjustments of furniture, artwork and assembly as needed
- Handle unwanted furniture to recycling and complete clean-up of all boxes and packing materials.

