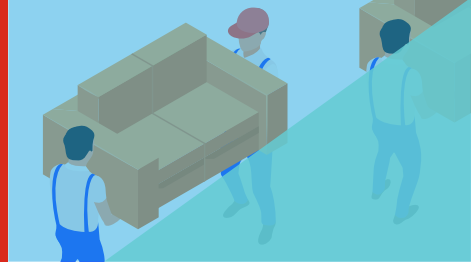


Services | 100% Focused on Your Satisfaction



Continental Office offers a wide range of professional services whether you're creating, building, or maintaining large projects that maximize your team's productivity.

Made Easy with Our In-House Team

AWESOME SERVICE - Our team is current on safety and cleanliness protocols to minimize risk and keep your team and guests safe.

ON TIME - From designers to installers, we do it all so that we can help meet your project timeline.

ON BUDGET - We will listen and work with you directly to find high quality solutions that fit each of your project budgets.



Technology-Driven Service Portal



Manage and organize **multiple projects** on our **secure online platform**.

Real-time information and up-to-date data that is **available 24/7**.

Access order history and document sharing directly from the dashboard.

Easily view schedule for delivery & install, repair, and other services through the portal.



Services for your Whole Lifecycle!

CREATE

SPACE/OCCUPANCY PLANNING - Planning your space includes understanding your functional working and organizational long-term needs, adjacencies, and square footage requirements.

FACILITY AUDIT - We'll audit and capture your existing furniture inventory to give you a cost-breakdown analysis of your furniture and ability to work in your new design.

BUILD

ONSITE SERVICES - Let us act as part of your facilities team! We will provide services to assist with moves, adds, changes, inventory management, manage electronic building plans to keep furniture up-to-date, and identify vacancies for open workstations with workstation audits. Our dedicated professionals provide expertise with in-depth knowledge of furniture products, identifying efficiencies and helping to reduce cost.

PROJECT MANAGEMENT - We act as your liaison with contractors and suppliers, while leading and managing your project. We'll develop individual project scopes, budgets, and schedules to make sure you stay on-time and on-budget. Additionally, we'll coordinate purchases and services deliveries.

MAINTAIN

RECONFIGURE - Our team of designers will review your space and the existing products you already have to create a cost-effective plan that reuses as much as possible.

MOVE MANAGEMENT - Our dedicated team handles the coordination and necessary preparation to insure a smooth execution through phasing plans and scheduling.

ASSET INVENTORY MANAGEMENT - If you need to store existing furniture, our local warehouse can store and inventory your assets. What's more you can access your inventory from our client portal 24/7 for real-time data.

RECYCLE & BUYBACK - We'll help remove, recycle, donate, and/or sell your existing assets.

CLEANING & DISINFECTING - We'll create and manage regular customized flooring and furniture cleaning services and disinfect your space with our hospital-grade disinfectant.

