



## REAL ESTATE - OFFICE

# COMMERCIAL WAREHOUSING, MOVING & LOGISTICS SERVICES

### What We Bring to the Table

- 260,000 Sq. Ft Warehousing & Distribution Center
- In-House Fleet for Final Mile Pickup & Delivery
- Professional Moving & Project Management Staff to Oversee Your Project
- Technology Driven Photo-based Management of Goods and Items in Storage

### Our Philosophy

Each project is unique with very specific goals and measures; you can expect the exact same from our approach. Whether your project is large or small, new or refreshed, MyPorter has a service or solution for you. We execute projects with quality and integrity – on time and on budget.

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## CORE OFFERINGS:

### Office Installation and Renovation (FF&E)

Procuring and installing furniture and equipment is not as simple as making the purchase. How assets travel from 1) manufacturer to 2) being received at the office space to 3) installation is often a multi-stage process.

MyPorter can receive FF&E from multiple vendors + manufacturers, consolidate and organize the merchandise, and execute a phased move-in according to your client's preferences and standards.

### Office Downsizing

Pandemic or not businesses are always trying to optimize their real estate footprint. If your client finds themselves downsizing temporarily, MyPorter picks up furniture + other assets and stores in our clean, secure warehouse until the items are needed again.

### Office Transitions & Moving

Moving a client from property to property? We're happy to evaluate their specific needs and draw up a customized plan. Our first and foremost concern and the condition of your assets themselves during the move and your client's needs.

### Office Overflow

Client running out of space for their rapidly growing business but don't want to procure additional space just yet? MyPorter can pick up client product, merchandise, or extraneous equipment to make room for additional headcount until they are ready to expand.

# CASE IN POINT

*Customer approach drives success on multi-month, complex move and installation*

## The Challenge

A rapidly-scaling technology company growing out of its current footprint needed a partner to execute a phased move out, temporary storage, and re-installation into Class-A office that would better suit their future needs. This project, spanning 10 months (and counting), represented a major investment for the company and require careful integration and oversight from multiple leadership groups with the company. The issues were further complicated by requirements of no-interruption to business continuity and their facilities team acquiring a office furniture in a liquidation event that far exceeded their needs at the time, necessitating a long-term storage solution until they grew in to the required space.

## How we Helped

To proactively address these issues, MyPorter sent a project manager out to the company's current and new office space, as well as the warehouse where the newly liquidated furniture had been purchased. Working with the facilities team, MyPorter delivered a solution that occurred over three nights from 6pm to 12am. First, we painstakingly worked with the client to identify what items from their current office would move and which would be stored. Then we went down to the individual desk level, identifying which business units would move first and over what sequencing. Over the remaining two evenings we executed a choreographed final mile delivery and installation of the new office space while bringing items back to storage that were not required yet.

## Results

The client was thrilled with MyPorter's performance, referring their services to other businesses in the community. Project was delivered on-time and under budget with minimal disruption to the business. MyPorter's technology platform allowed the client to have a clear picture of what they still had in storage and utilized MyPorter to slowly move in additional assets as the company grew. Then, as the COVID pandemic took hold the company once again called on MyPorter to remove furniture and equipment as the company moved to a work-from-home model. Coming up on a year of sustained service, MyPorter is still meeting their needs through the difficult and the good times.

