



**This document describes our dealership capabilities.  
It's long, because we really can do it all.**

**Need a service you don't see below? Call us. We can make it happen.**

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**Relocation, Churn & Move Management**

Moving a business is big business. We help you analyze what you have and determine what you need. We can even catalog and warehouse your existing assets during your transition.

**Furniture Maintenance & Repair**

Our partners manufacture quality products that last. If existing furniture needs attention, our service and repair technicians can help, from warranty issues to a full refresh.

**Delivery + Installation**

We tailor our installation team to support timeline, scope and complexity. Our certified crews protect buildings and product during deliver, staging and installation, and attend to any waste removal. Daily reports ensure that any issues are immediately addressed, to protect project completion dates.

**Asset Management + Warehousing**

What about the old stuff? While you move, we can store your assets in our warehouse facility, and track quantity and type by spreadsheet, or SnapTracker.

**Asset Disposal + Recycling**

We're serious about sustainability, and you have choices when the life of existing furniture is over. We'll help review the condition of your existing furniture and discuss options from selling to disposal.

**Refurbishment**

Ugly doesn't always mean it's over. Refurbishment services include wood finishing, repainting, and re-upholstering existing panels and seating.

**Rental Furniture**

If you find yourself in a 'situation', we'll coordinate rental furniture in the event of any unexpected delays or intermittent need during your project.

### **Cleaning**

Your products should last a long time. We offer a customizable cleaning service contract for fabric panels, walls, carpet, and furniture.

### **Demos**

You're making an investment. Chances are you'd like to try some stuff out. Product evaluations ensure you are completely satisfied before you purchase.

### **Account + Project Management**

All projects are monitored by qualified Project Managers. They attend construction meetings, coordinate with facilities on delivery and installation, and schedule when, where, how and in what order your product will ship. They oversee the installation crews, provide status reports and ensure punch list completion to your satisfaction, on time and on budget.

### **Training Support + Warranty Services**

We offer training to your maintenance department and user training to your staff on any products you install. Our warranty technician can schedule and make needed repairs.

### **Leasing**

Just like cars- for any number of reasons, sometimes leasing is just the better option. We provide access to lease resources to help you decide.

### **IT Cabling**

It's a bit of a specialty. IOS is a one-stop-shop for furnishing and IT cabling integration.

### **Sound Masking**

We offer amazing products and solutions to reduce or eliminate ambient noise creating so workers can concentrate and be more productive. And happy.

### **Lighting**

Lighting is an essential element to satisfaction in the workplace. We offer extensive research resources on this topic and many lighting product options.

### **Artwork/Branding**

What's on the walls is just as important as what's on the floors. Every surface has the potential to tell your brand story. We can show you options.

### **Used Furniture**

Sometimes, it's about being resourceful. Used product at a discounted rate can fulfill certain project requirements and timeframes.

### **Technical Design**

Our designers have extensive product knowledge and are experts in the latest technologies to create efficient space plans, accurate furniture specifications and installation drawings. Our state-of-the-art equipment generates 3-D elevations and renderings so you know exactly what your product will look like before ordering.

### **Ideation Lab**

Our custom design division is the hub of our design and industrial engineering capabilities. We provide full and partial custom solutions that are affordable and scalable.

### **Architectural Interiors**

In addition to furniture, we are a full service specialty subcontracting firm focused on providing movable walls, floors and modular power and data.

### **Flooring**

Don't think of the floor last. We source everything from carpet (broadloom or tiles) or specialized raised access flooring to create a high performance, green building by creating an infrastructure for underfloor power and data cabling, and even air distribution (UFAD).

### **Movable Walls**

If walls are in your project, bring us in early. Our movable walls offer huge flexibility compared to traditional construction, and can be re-configured without sacrificing design or creating waste.

### **Technology + Audio Visual**

Technology is constantly evolving. We can help you create a plan that to stay ahead of the curve, and position for future need.

### **Finish Selection/Standards Books**

We assist with finish selections that are attractive and durable that meet your project aesthetic. We create standards and provide binders to simplify future purchasing.

### **LEED + WELL Building Consultant**

If certification is a priority, we have experts who can guide them the process by tailoring decisions coordinate documentation.

### **Project Specific Personalized Website**

For the biggest of the big projects: We have access to amazingly robust team project management software. These includes a comprehensive suite of web-based tools enabling global collaboration with online product standards, estimating tools, e-procurement (with punch-out), service management, asset business reporting, document sharing, and training.

### **Order Entry**

We check and double check (and triple check) for accuracy during order entry and processing. Our customer service coordinators generate purchase orders to the vendors selected for your project. They also collect acknowledgements, inform of ship dates and coordinate delivery and installation.

### **Idea Starters**

The options are endless, and that can be intimidating. We provide initial visual concepts and ideas for inspiration to open the collaborative process to support your vision.

### **Showroom + Client Spaces Tours**

Site tours of our showrooms and other projects are an extension of the Idea Starter. This allows you to see what businesses are doing in today's work environments.

### **Project Planning**

Your timeline is our timeline. We create and distribute schedules to ensure accountability and timeframes are met by every trade.

### **Consistent, Customized Status Reports**

You shouldn't have to wonder how your project is going. We send customized reports tailored to your communication preferences; email, project website, video conferencing- whatever is best for you.

### **Competitive Contracts**

We can provide access to competitively bid contracts or Joint Purchasing Agreements to fulfill project needs, from desks and chairs to trash cans and wall clocks.

### **Industry Professionals + Research**

Direct access to the industry's top workplace experts and research means meaningful data to shape your workspaces from goal setting and trend analysis.

### **Budget Tools**

We're a business, too. We honor budgets. When it's called for, we provide alternate solutions that won't compromise scope or aesthetic.

### **Product Consulting**

A workspace project is just part of your day. But it's ALL of ours. You will have a dedicated point of contact to research, share, and narrow product selections, on your schedule and timeline.

### **Special Events**

Completing a project is like crossing a finish line. And it deserves a celebration. IOS can provide ideas and support for public announcements, grand openings, parties and tours in your new space.

### **Care + Feeding**

"How does this chair work? This table is height adjustable?" Our product training teaches proper use and care of a new work environment. What's more: Continuing Education Unit credits can be earned on topics such as LEED standards, workplace trends, sustainable practices, and more.

### **True-to-Life Renderings**

Our 3-D rendering services mean clients choose furniture, finishes, color schemes, flooring, even lighting, from photorealistic images and digital walkthroughs. We live in the future.

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