

## Customized Facility Solutions

Services that allow organizations to focus on their core competencies while receiving the benefits of an experienced service provider.



### Facility Services

#### An Efficient and Experienced part of Your Team

Metro Relocations provides a variety of customized facility services to meet your corporate needs. From on-site support to trade show delivery and installation, we can be an affordable, efficient and reliable source for your company.



#### ► Secure Document Shredding

A security breach could be devastating to your company. We take the extra steps to ensure your documents don't fall into the wrong hands. Our services provide lockable bin, purge bins and consoles to deposit your sensitive documents. In addition, you will receive a Certificate of Destruction and supporting documentation from us, as a guarantee that your sensitive materials were properly destroyed.

#### ► Records Management

We provide a full range of records storage and management services for organizations of all types and sizes. Our records storage services provide a highly secure, low-cost solution for all types of business records.

#### ► On-Site Support

Outsourcing either, all or part of the functional aspects of your facility creates the potential for improved efficiencies and cost reductions. Our customized services allow organizations to focus on their core competencies while receiving the benefits of an experienced service provider. We offer a flexible approach designed to provide and deliver the results your company desires.

#### ► Facility Services

- On-Site Support
- Records Management
- Secure Document Shredding
- Trade Show Delivery & Installation

