

SALMON'S

TRANSFER LTD

ESTABLISHED 1913

COMPANY HISTORY

Salmon's was **established in 1913**, providing **long term, experienced** manpower.

In 1978 Salmon's Transfer Ltd. became **employee owned and operated**. We approach your move on a "production" basis and share a vested interest in creating an efficient move. **High Tech** machinery and equipment is a Salmon's **specialty**. Our crews "grew up" in the hard to handle, high value business. The **office crew is a separate division**, having crews working solely on commercial office and warehouse moving to ensure you of experienced workers.

We offer key people who will be directly involved in the co-ordination and relocation process. Dugald Morrison, our Office Relocations Manager and Move Coordinator with 15 years experience, along with two **Vice Presidents** and owners, Mr. Ed Falk and Mr. Leo Steeves, who supervise shipping and receiving, are available for most moves and each have over **30 years** of experience, all at Salmon's Transfer.

We are also a **Quality Award Winning Member of Atlas Van Lines** which gives

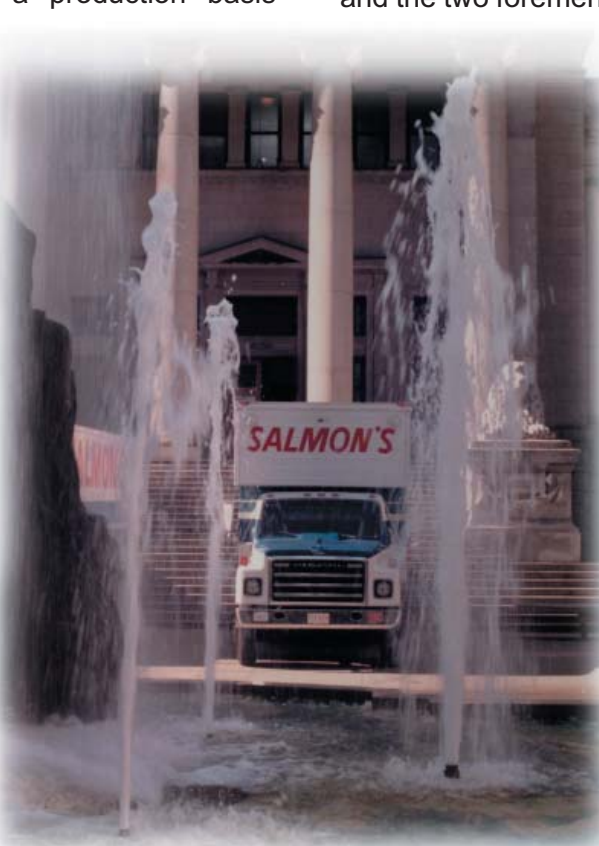
you added assurance that we have been scrutinized as far as moving standards are concerned.

Operations and communications are particular strengths of Salmon's. All trucks are "miked" and the two foremen supervisors have cellular phones, in order to maintain constant contact.

Our clean cut, uniformed crew set a high standard of excellence in the industry. You will appreciate dealing with movers who look and perform like professionals. The years of service put in with Salmon's by our employees ranges from 16 years to 30 years.

EQUIPMENT

Although you may not require all types of equipment, we do have over 400 four-wheel dollies, 3 forklifts, 150 computer bins, 80 library/parts carts, 30 screen carts, roll-a-lifts and mechanical stair climbers. The local fleet includes 17 city trucks and 6 tractor-trailers, all equipped with pads, walk boards and oversized aluminum ramps to facilitate your move. All trucks are **air ride** and have **power tailgates** to make your move safe and smooth.



A GUIDE TO YOUR OFFICE RELOCATION

1. **Pre-Move Planning and Role Assignments**
2. **Appointing a Company Decision-Maker and Support Group**
3. **Developing An Action Plan**
4. **The Selection Process**
5. **How Salmon's Will Facilitate Your Move**

1. RELOCATING?...LET'S TALK

Regardless of the company or the circumstances surrounding an office move, planning, efficiency and communication provide the foundation for success. Salmon's Transfer has compiled the following information and guidelines to assist you in the relocation of your firm. Whether you have five, 100, or more employees, Salmon's can help relocate your office with minimal disruption to your business. The enclosed information provides valuable insight into the roles of everyone involved in your office move.

2. LEADERSHIP...WHO'S YOUR MOVE COORDINATOR?

To accomplish a winning move, one executive should be designated as move coordinator with total responsibility and authority to organize the relocation. On larger moves (i.e. more than fifteen offices), you may wish to appoint a moving committee to assist in developing the company's relocation policies and requirements.

3. PLANNING...THE COMMITTEE'S ROLE

Typical employee anxiety and confusion can be minimized if committee members familiarize each and every employee with their role and responsibilities during the move. With employee participation, productivity and efficiency are kept at near normal levels. Before meeting with perspective movers, your move committee should establish approximate moving dates and relocation requirements. When establishing a moving date, your office move coordinator will need to consult with the new building management. Current leasing requirements will also need to be checked. Newly built or redecorated locations require additional flexibility in the moving schedule; extra time to handle unscheduled events in a way that minimizes disruption to your overall move plan. Specifications provided by your committee to the mover should also include an approximate inventory of items to be moved, services to be rendered, and by whom each service is to be provided. Your company committee may choose to consult with our corporate sales manager to help establish your company's needs.

4. CHOOSING YOUR MOVER

When inviting carriers to bid on your office relocation, committee members and the move coordinator must look at the ability of the carrier to perform a quality office move. Salmon's recommends that references be checked thoroughly. Bid presentations submitted by your prospective mover, after the required walk through, should include specific information about the areas of responsibility for the mover. Prior to the move, your carrier's move coordinator should meet with your office move coordinator/committee to detail the responsibilities of all employees, number floor plans, arrange for the delivery of packing materials, and review all needs.

5. THE EMPLOYEE...COMMUNICATION AND DUTIES

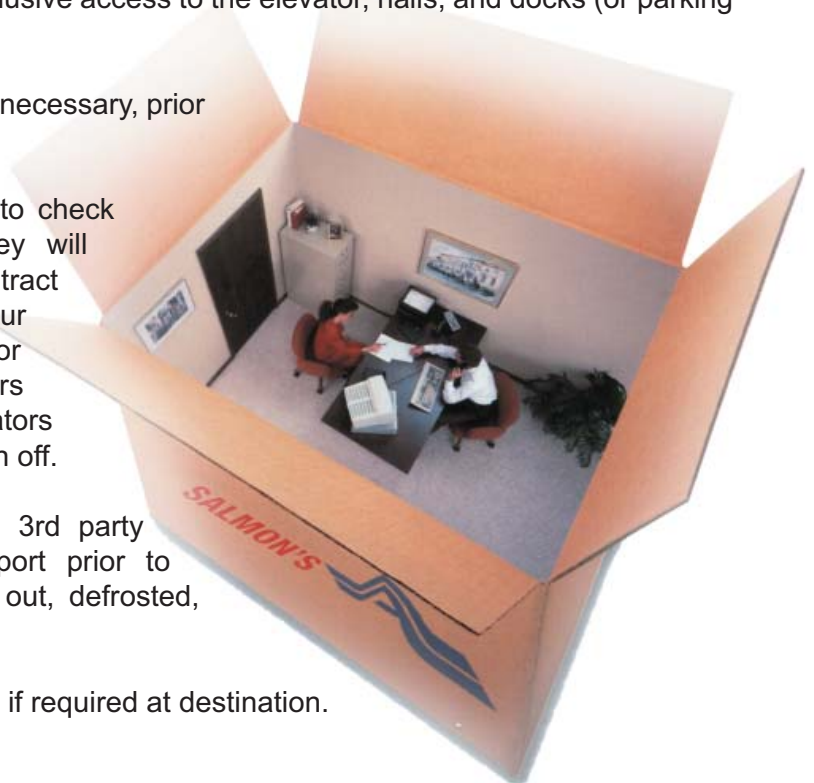
Proper instruction and role designation are vital to assuring that all work areas and departments are prepared for transportation. Our Salmon's Office Relocations Manager will provide written packing instructions for your staff and a pre-move orientation seminar to answer any questions that may arise, if required.

Employees must realize they have a key role in your office relocation. Responsibility begins with each employee packing and marking items within his/her own work area with a designated number. Desks, chairs, office equipment, wastebaskets, etc., must be labeled for relocation. Cooperation is essential to meeting limited time schedules. Salmon's will provide all boxes and labels necessary for packing and identification purposes. The ultimate responsibility lies with your move coordinator and company supervisors for continuing direction.

PRIORITY CHECKLIST FOR PLANNING AND MOVE

- Selection of the carrier (mover).
- Coordinating change of address on all forms, stationery, invoices etc.
- Forwarding change of address notices to banks and financial services, insurance carriers, credit card companies, newspapers, magazines, clubs and suppliers.
- Providing floor plans of the new office to the mover detailing the placement of your furniture.
- Notifying utility and service companies of connection and disconnection dates.
- Installing a telephone system and scheduling sufficient training time before the move to familiarize employees on its operation.
- Securing adequate liability coverage for employees and materials before, during and after the move.
- Communicating to employees their roles during the move.
- Working with designers and/or contractors to make sure the new office space is ready for your move date.
- Coordinating delivery with new furniture and fixture suppliers on dates acceptable by the move coordinator and moving company (usually before scheduled delivery date).
- Make elevators, reservations notifications to origin and destination building as soon as possible. Our quote will assume exclusive access to the elevator, halls, and docks (or parking areas).
- Ensure all machines are serviced, if necessary, prior to the arrival of the moving crew.
- Phone your photocopier company to check on your contract with them. They will advise you on whether your contract specifies an "in house" mover or your mover may provide this service. Prior to moving, all liquids and/or powders must be secured or removed, collators detached or secured and trays taken off.
- Plumbed appliances; please have 3rd party disconnect and prepare to transport prior to your mover's arrival, e.g. cleaned out, defrosted, drained.

Note: Arrange for 3rd party to re-plumb if required at destination.



HELPFUL HINTS TO HELP MINIMIZE DISRUPTION DURING YOUR MOVE

LABEL ALL PRODUCTS

Employees should discard unneeded items to maximize productivity during the pack and unpack. Each piece of furniture, cartons etc., must be labeled in accordance with the plan. Any product not labelled we will assume is not to be moved. The movers will take care of taping down drawers to desks, file cabinets, etc. Tape will be removed by the movers, once the item has been placed at the destination. Run offs from the desks will be unbolted and re-bolted by the movers.

Assign a Room as a “Lost and Found” Area

Any items mistakenly not labeled or misplaced, etc. you will find placed in this assigned area.

All Computers Should Have Their Components Disconnected Prior to Our Arrival

Components will be padded and wrapped, then put into bins for safety and efficient handling. Please label all pieces as to their destination. Keyboards, patch cards, etc. should be placed in the bag provided. Filter screens for PC monitors should be packed into cartons where possible.

PICTURES AND ARTWORK

Any pictures that fit into boxes provided should be boxed. All pictures not fitting into boxes should be left on the wall with a numbered label on it. Our foreman, as a convenience, will remove these pictures and bin them. If you wish the moving company to take 100% liability on handling expensive artwork, please discuss these items with your consultant to ensure picture cartons are used and transit protection is placed (with reference to a cost breakdown).

Any items over \$ 2,000.00 should be pointed out to Salmon’s attention in writing.

PACKING

Employees should discard unneeded items to maximize productivity during the pack and unpack of office contents. Pack all loose contents from desks, storage cabinets, bookcases, credenzas, etc. Desks are put on end onto dollies in order to clear doorways, etc. All products will stay on dollies and will “roll” into new area (unless the job is a stair carry situation). Please label the 2 cubic foot cartons provided by Salmons Transfer on the ends not on top of the box.