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# OFFICE AND ARCHIVE MOVES

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## ➤ Office furniture, equipment, archives, document transfer and removal services



## ➤ We understand that we offer must to meet your business requirements.

The continuity of manufacturing process is very important and each office is also a production. Therefore we **organize** the **moving** process in a way to **ensure** that **your** **work** process **remains steady** and **interrupted**. By planning in advance and using our established work procedures and management it is possible to complete the moving process quickly and in good quality, without interrupting normal activities of your business.

- Before moving we will deliver to you boxes and other necessary packing materials, which are needed for packing the “personal” items of each employee, and also the marking stickers necessary for the FF INTERNATIONAL team to precisely place the office resources and furniture in the new premises. Delivery is organised in the time most convenient for you.
- For the moving to proceed professionally and smoothly, it is necessary to receive the planning of new premises with the new placement of workplaces.
- For security reasons the entire personnel of FF INTERNATIONAL MOVERS uses identification cards during the relocation, so your personnel and se...

Read more at [www.cluster.lv](http://www.cluster.lv)

## ➤ Company



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