



RELOCATING YOUR OFFICE

People and workplaces are the two greatest investments an organization has to make

We will help you consider all the things you need to know when faced with an office relocation project. As part of a global logistics group, we can manage your move and provide secure storage for your office items, documents or data.

For over 50 years Crown has supported businesses and their people on the move.

Inspiring places and performance



Office moving

When it comes to relocating an office, our goal is for minimal impact on your business operations. At Crown, we service commercial relocations, from small operations with a few employees, to larger corporations.

We provide the very best expertise, management, resources and service to also ensure your move is carried out smoothly.

We recognize that every customer has different requirements, so from our initial site survey through to completion our attention will be focused on your exact needs.

[Find out more >](#)

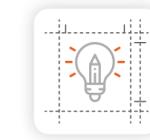


IT services

Our fully trained and uniformed staff don't just move desks and filing cabinets. Depending on your needs we can unplug, pack, relocate, set-up and test your company's PCs and data devices.

We have experience ranging from basic PC set-up to multiple hard-drives and monitor workstations.

[Find out more >](#)



Project management

Relocating an office can be a stressful time. This is why your dedicated project manager will be with you every step of the way.

Our experts ensure that you are getting the most out of your relocation while minimizing the risks and costs associated with moving. They will take over every aspect of the move, from packing to setting up your new workspace, leaving you time to focus on what you do best.

[Find out more >](#)



Storage

We help make the office more efficient by keeping your company assets in the right condition, safely stored and protected, as well as barcoded and indexed for easy retrieval and effective management.

Our facilities are equipped with the latest security systems, including fire and theft prevention and environmental controls.

[Find out more >](#)



Recycling & disposal

Over time, all businesses collect furniture and equipment and at some point, these may no longer be fit for purpose. Often many of these items don't fit the profile of traditional recycling services. That is why working with a professional service provider is essential.

We make it our responsibility to dispose of unwanted items in environmentally appropriate ways. Helping you adhere to your own organization's corporate and social responsibilities.

As part of our recycling and disposal service, we also help businesses meet their legal and environmental commitments when disposing of redundant items. IT equipment is securely destroyed to ensure your critical data does not fall into the wrong hands. And, component parts and other materials are then recycled.

[Find out more >](#)

Get in touch!

T: +81 3 4243 6000

E: tokyo@crowrelo.com

crownworkspace.com