#### ADDITIONAL SERVICES





Architectural Expertise



Support in change management



Office space and furniture inventory



Furniture assembly



Servicing Expertise



Photorealistic visualization of the new office space



Leasing



Office space managemenent plan



Financial Expertise



Furniture condition audit



Rearrangement of your office space



Workstation ergonomic analysis



Specialized Expertise



#### Additional Services

#### MARO helps. MARO supports. MARO does the job.

For 30 years, we have been sharing our knowledge and experience with our clients. We take into account individual needs and we are ready to meet any original expectation. Our objective is customer satisfaction. If you are pondering changes in your office space, we are here to help you.

Take a look at what we can do for you...



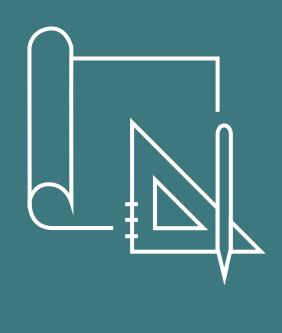
# Architectural Expertise

Arranging office spaces is our job, which we approach with passion and commitment. Professional designs and lifelike visualizations that we create at MARO convince the most demanding clients. Do you want to change something? Are you wondering how to do that? Not sure what the final effect will be? Contact us and you will receive complex, professional support. We can make for you:

- an inventory of currently used equipment;
- a rearrangement of an office space or a project of a completely new space;
- a professional visualization of the project.

Experienced and skilled MARO specialists are at your service.





- You will have present condition of your furniture checked and analyzed. You will find out what the quantity and consumption of your furniture is. You will receive the base for the decision to change or rearrange your office.
- It will be the first step towards space optimization and implementation of changes to adapt to the current needs of your company.

# Office space and furniture inventory

If you want to find out what the quality, condition and quantity of your furniture is, and get to know essential data to make a decision to change or rearrange your office, this step is a must. Thanks to this, you will learn how to boost the comfort of work and what can be improved in your office.

- pmeasurement of the area of rooms;
- inventory and arrangement of the currently used furniture;
- light points distribution check;
- electrical sockets location check;
- inventory report with tables, photos and descriptions together with a listed set of furniture and seats.

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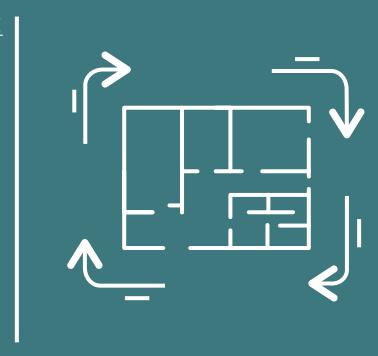
- a starting point to prepare the cost estimation of the investment;
- help in decision making process regarding the scope of the project;
- a starting point to see what your rearranged office could look like, the possibility to take advantage of Your Office of Tomorrow tool, which facilitates the identification of teams' needs so that the space best suits their requirements.

## Office space management plan

The best space arrangements are those in which the users themselves influence key decisions. Even the most spectacular office arrangements may turn out inadequate if we do not take into account the users' opinions and needs. Therefore, it is crucial that any changes in the office are well thought-out and consulted with employees. Thanks to our concept Your Office of Tomorrow, it is possible to identify your team's needs and adjust the entire project to the organizational culture of your company.

- a space plan we will provide 2D flat projections and layout proposals with MARO furniture and complementary products with descriptions;
- depending on the size of the project-illustrative visualizations of 2-4 key places in the company's office space;
- catalog cards.

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If you want to see what your rearranged office could look like and what is worth changing to enhance the efficiency of your office space and increase the comfort of work, please contact us. Thanks to the rearrangement, not only will your office be adjusted to the emerging needs of your organization, but you also demonstrate care about employer branding.

# Rearrangement of your office space

Company growth or organizational changes should go in line with office reorganization. It is impossible to regularly refurbish a space that is supposed to earn money. A way for a minimally invasive, yet eye-catching change is rearrangement of an office using the current resources and complementing them with new pieces. This way, it is possible to quickly adjust the office to the evolving needs of your company and employees without paralyzing the activity of your organization.

In addition to all the elements that are included in the Office Space and Furniture Inventory, you will receive:

- consultation and discussion of the purpose of the change;
- a space plan flat projections and proposals of furniture changes with a description;
- a project of a new, rearranged office space;
- the possibility to take advantage of Your Office of Tomorrow tool, which facilitates the identification of teams' needs so that the space best suits their requirements.

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If you want to see what your rearranged office could look like with new equipment and significantly improved efficiency and comfort of work, please contact us.

# Photorealistic visualization of the new office space

There are so many items of equipment that it is sometimes impossible to imagine what a new space will look like, and yet every detail in the workplace matters. Not only does 3D visualization allow to present the layout of the furniture, but also color and fabric combinations. Photorealistic shots are a perfect way to present your project to those in charge. It is also a great tool that allows employees to visualize upcoming changes.

In addition to the Space Rearrangement Plan or Office Space Management plan, you will receive:

- photorealistic photos visualizing the space in accordance with our prior arrangements;
- the possibility to take a virtual walk around the new space.

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# Servicing Expertise

At MARO, we will take care of your furniture, thanks to which you will not only reduce costs, but also take care of the environment. With a view to take full advantage of your office space as long as possible, you should remember to have your furniture professionally maintained, properly used and regularly serviced.





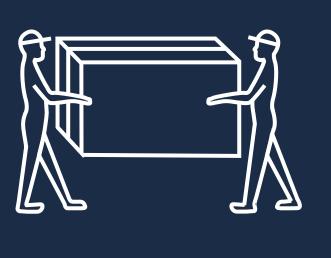
Regular servicing will ensure that your office will always look impeccably, and all its components will work efficiently. In addition, thanks to regular servicing, the lifespan of the products will be extended.

## Furniture condition audit

Our products are famous for their durability and reliability. This is confirmed by the quality and safety certificates we have been awarded. All minor defects or damage resulting from everyday use do not have to imply replacing the furniture. Regular servicing done by our qualified servicing specialists extend the lifespan of MARO products and ensure their safety of use.

- in the case of over 100 workstations, we will service the furniture once during the warranty period;
- furniture condition audit as well as consultancy in the field of arrangement and technical issues;
- paid servicing after the end of the warranty period.

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#### KORZYŚCI DLA CIEBIE:

You will not have to organize transport and assembly. We will leave the workstations neat and tidy and ready for work.

#### **Furniture Assembly**

The assembly of many workstations and furniture for shared spaces is no mean feat. We will help you assemble our furniture so that it is assembled properly and in the least invasive way for the activity of your organization.

- the assembly of our furniture and seats;
- leveling of the cabinets and desks;
- packaging disposal;
- leaving the space tidied after assembly.

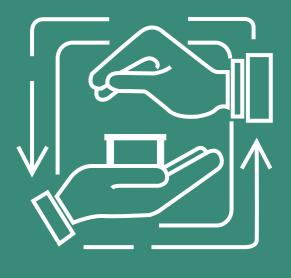
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# Financial Expertise

In today's dynamic world, the ability to adapt quickly is highly significant. At MARO, for many years we have been providing our clients with the best solutions. Design work, mobility and many other factors create different needs for office spaces, and therefore, in order to meet them, we offer, among others, furniture leasing or deferred payments. Our services will allow you to considerably optimize the financial burden of your company, and provide your employees with the highest standard from the very first day of work.

Check it out now and see for yourself.





If you wish to use this form of office furniture purchase, please contact us. Skilled and experienced MARO sales advisers are at your service.

#### Leasing

Being aware that for some clients new equipment may be a huge investment cost resulting from the need to develop office space, we offer leasing of office furniture. This flexible form of financing enables to spread the costs of purchasing furniture and possible renovation of the office over time, allowing at the same time to make use of modern solutions that will serve for years from the very beginning.

- assistance in paperwork process;
- optimal cost distribution;
- flexible installment plans adjusted to individual needs;
- modern furniture of the highest standard from the very beginning of the activity of your company.

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The environment immensely influences us and our moods. The organization of space is vital for our productivity and efficiency, but also for the peace of mind and our well-being. At MARO, we think about your office space comprehensively, and every detail is well-thought out. We are willing to teach you our experience and make your office modern, stylish and comfortable. As always in line with quality, functionality and ergonomics.





If you want your employees to work in friendly conditions that support the performance of tasks and correspond to the organizational culture, choose the Your Office of Tomorrow tool. We will help you create an office that meets your employees' needs, we will involve them in the change process, and you will strengthen your image as an attractive employer.

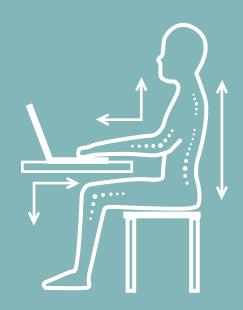
# Support in change management

- YOUR OFFICE OF TOMORROW

With us, creating a new work space is simple and enjoyable. You do not have to worry about anything - we will guide you through the entire process step by step. We will collect data, interview your employees, prepare a strategy for your workspace and manage the change. Finally, we will verify if the change has been successful.

- online survey;
- workshops;
- presentation of the results;
- space arrangement design taking into account the results of the analyzes and our recommendations;
- examination before and after the change.

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If you want your employees to work in friendly conditions, facilitating professional performance of duties and taking into account the rules of ergonomics and occupational hygiene, please contact us. Skilled and experienced MARO specialists are at your service.

# Workstation ergonomic analysis

Ergonomics requires adapting the tools, environment and working conditions to the anatomical and psychophysical abilities of the employee. We are aware of it, because we are experts in this field. We are happy to make a professional, ergonomic analysis of workstations in your office.

- a presentation on the analysis of work ergonomics process (with specific examples of what criteria we will take into account);
- an analysis report;
- online training with a physiotherapist on ergonomics (maintaining the correct body position during work, relaxation exercises, proper adjustment of furniture to your body position, weight and the users' type of work);
- together, we will contribute to reducing the number of sick leaves among employees (as a result of taking care of employees' health, relieving stress and avoiding repetitive injuries).

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If you want your employees to perform their duties efficiently, working in a healthy environment, prepared according to the highest standards, please contact us. Skilled and experienced MARO specialists are at your service.

### Efficiency of work environment evaluation

High quality of work is influenced by multiple factors. Furniture adapted to the needs and capabilities of specific people, office acoustics, lighting - all of these can impact work performance and behavior at work. It is therefore vital to consciously and competently organize healthy work environment. Equipped with specialized knowledge and many years of experience, our employees can reliably and professionally evaluate the effectiveness of work environment in your office.

- a presentation on the evaluation of the effectiveness of work environment process (with examples of what we will evaluate and how we will make it);
- an evaluation report;
- a plan for changes regarding equipment, acoustics and lighting to improve the efficiency of work environment;
- boosting the comfort of work and efficiency.

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