



In today's modern office, it's hard to organize office-wide processes while focusing on your core business. With UG2's Workplace Solutions, you can concentrate on your core competencies.

Outsourcing workplace services can be one of the most effective ways for a company to streamline their business, improve their bottom line, and create a competitive advantage. At UG2, we understand that every workplace services program is unique. Whether the scope is purely mail room operations or copy and print, we determine deliverables on a case-by-case basis and methodically customize our programs based on your needs. With our proven system of integrating people, processes, and technologies, UG2 designs, implements, and manages innovative office services solutions on your behalf.



## WORKPLACE SUPPORT SERVICES

- Reception and Switchboard
- Admin/Clerical Support
- Maintenance and Housekeeping
- Job Pick-up and Delivery
- Conference Room Setup
- A/C Services
- Technology
- Mobility Tools
- Real-time Tracking Information
- International Shipping and Trade Compliance
- Snack Wall Provisioning
- Workplace Inventory Management and Logistics Support
- Quality Inspections and Reporting
- Beverage Center Support and Stocking Services
- Event Set-up and Break-down
- Kitchen Cleaning and Sanitization Services
- Workplace Cleaning and Sanitizing (Hoteling Environments)
- Carpet Spotting and Cleaning
- Logistics Support (Shipping & Receiving)
- Workplace Policing and Ancillary Services
- Five Star Service Support



## MAILROOMS

- Mail Sorting and Distribution
- Package Shipping and Receiving
- Bulk Mailing
- Courier and Messenger Services
- Vendor and Asset Management
- Packing
- On-site Staff



## DOCUMENT MANAGEMENT

- Copying and Printing
- Binding Services
- Document Imaging/Scanning
- Laminating
- Large-format Printing
- Photo Reproduction

**CONTACT US  
TO LEARN HOW  
UG2 CAN HELP  
YOU ENHANCE  
YOUR OFFICE.**