

LOWY'S MOVING SERVICE



Company History

Lowy's Moving Service is in business since 1924 years and is a highly respected and experienced commercial mover in the Metropolitan area. Lowy's has completed commercial office relocations on local, interstate, and international levels. Honesty, dependability and service have always been this company's most valued assets.

We have accomplished more than 300,000 intra and interstate moves, 100,000 shipments of high value sensitive equipment and completed over 50,000 office and industrial moves. As an agent for **Wheaton World Wide**, we belong to a network of 400 agency locations in North America, and international representatives in 130 countries.

In addition, our capabilities include equipment installation, electro-static refinishing of metal furniture, the purchasing or disposal of used furniture, excellent storage facilities for household goods, commercial equipment and archives management. We also perform **Rigging** and handle removals of electronic and computer equipment. Through affiliate companies, we provide computer network management, network wiring and LAN administration.

We highly advocate **Leadership in Energy and Environmental Design. (LEED)** provides a concise framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions to assess building performance and meet sustainability goals.

Lowy's Moving Service corporate-wide "**team work**" philosophy has contributed to our ability to provide quality skill in each area of service we offer. Working as a team our company takes particular pride in the commitment of support and "what ever it takes attitude" to insure a complete and successful relocation.

***For a complimentary estimate contact:
Stephan Lowy - CEO - 732-775-4118***



Certificate of Award

New Jersey
Warehousemen & Movers
Association

This certificate is presented to

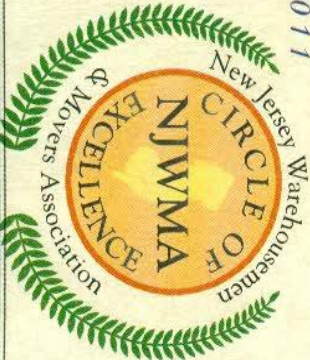
Lowy's Express Inc.

*Has met the additional requirements that demonstrate quality control through
operation of this company and are therefore authorized to display the Circle of
Excellence Logo in their advertising.*

Issued this 16 *day of* June *-----* 2011

This certificate expires on June 16, 2013

Robert Ormado
Executive Director
Date 6/16/11





GREEN BUILDING CERTIFICATION INSTITUTE HEREBY CERTIFIES THAT

Stephan C Lowy

HAS ATTAINED THE DESIGNATION OF
LEED GREEN ASSOCIATE

BY DEMONSTRATING THE KNOWLEDGE AND UNDERSTANDING OF GREEN BUILDING PRACTICES AND PRINCIPLES NEEDED TO SUPPORT THE USE OF THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™.

de J. Foffa
Chairperson

Peter Templeton
Peter Templeton, GBCI President

August 1, 2011

Date Issued

10492287

Identification Number

July 31, 2013

Valid Through



SUPPORT SERVICES

Relocation Preparation and Layout

Space Planning

Department Head Briefings

Purge Campaigns

Supply and Delivery of Cartons/Packing Materials

Marking and Tagging

Packing and Unpacking

Computer Disconnect/Reconnect

Rigging of Heavy Machinery

Installation of Shelving/Pallet racking

Detailed Inventory/Identification

Storage/Warehouse Services

Workstation/Panel Installation Services

Electrostatic Painting and Refinishing

Interstate and International Relocation Services

Household Relocation Services

Feng Shui Consultation Services

SPECIALIZED PEOPLE

The success of your relocation/installation will depend greatly on the movers/installers skills and their level of commitment in meeting your relocation goals.

We will accommodate your requirements regardless of the size. Whether your project requires two movers/installers and one van or 100 movers/installers and 15 vans, we will work with you to complete the project as efficiently and cost effectively as possible.

Lowy's Moving Services offer the following experience levels to assist in meeting your objectives.

- 5 Project Engineers** work out in detail every step of the overall moving plan to provide the most efficient and economical services. Co-ordinates customers needs for labor, equipment, and facilities. Plans and executes all phases of the move.
- 8 Senior Foreman** oversees and supervises the actual move. Equipped with latest wireless communication devices to ensure proper flow of relocation.
- 3 Office Dispatcher** set-up each phase of the move. Minimum 15 years experience.
- 45 Professional Movers** uniformed, trained and equipped to handle sensitive electronics, computer systems and laboratory equipment. Average 12 years experience.
- 20 Drivers** all New Jersey CDL licensed. Qualified through in house training/certified through Wheaton World Wide Driver Program.
- 20 Installers** fully trained and certified to install systems furniture for manufactures such as SteelCase, Herman Miller, Haworth, Knoll and GunLock.
- 4 Warehousemen** averaging 15 years experience in inventory control and delivery scheduling.
- 2 Mechanics** on 24 hour- call.

SPECIALIZED EQUIPMENT**Lowy's Moving Service currently has at its disposal:**

1,000	Commercial moving dollies
250	Library and Security bins
1,000	Sheets of tempered masonite
50	Step boxes
10	Slip crates
20	Two-wheeled dollies
6	Hydraulic safe jacks sets
15	Air-ride vans with a uniform length (26') equipped with hydraulic tailgates, pads, and blankets for full protection.
20	Tractors and trailers with lengths between 35' – 53' Feet
5	Pack/Delivery vans
3	Eight passenger vans
20	Ramps and walk-boards ranging from 8' to 14'
5	Warehouses total of 250,000 square feet with a full time garage for truck repair and maintenance. Mechanics on 24 hr emergency call.

TAGGING, MARKING AND LAYOUT

Pre-planning is the real key to a successful move. The valuable time spent pre-planning your move during the early stages will definitely determine the cost of the move itself. Lowy's has the finest, most qualified, and most dedicated team of move coordinators in the industry.

The following are some of the services provided by our experienced labeling team:

1. They will immediately commence to work closely with your layout people to establish color codes and numbering sequences.
2. All labeling personnel are trained and experienced in reading blueprints, enabling them to assume responsible roles during placement of your furniture.
3. Our labeling teams will study your layouts and the physical arrangement of your old and new premises to determine availability of elevator, loading and unloading conditions, as well as estimate the volume which can be moved from various locations, thereby determining accurate time schedules.



PACKING - UNPACKING

In accordance with our survey and inventory, we will determine type and quantity of materials required. Accordingly, the same should be delivered at least one week prior to move and put in a staging area until packing begins.

Should you decide to do your own packing, we can provide a professional packer to assist your personnel. However, we do suggest the utilization of Lowy's labor for packing delicate equipment such as typewriters, word processors, calculators, and the like.

Again, Lowy's will unpack if requested to do so. We could either blend the unpacking into the move operations or schedule it for the following day.

Upon completion of unpacking, all cartons and movers materials will be removed from the job site.

TIME AND SEQUENCE SCHEDULE

When move day arrives, there should be no unanswered questions. The Time and Sequence Schedule, prepared and presented to you during the pre-planning meetings, becomes the operational plan for everyone.

Professional moving crews, each man stationed according to experience, will maintain a smooth flow of your furniture and effects. Supervisory personnel will be on hand to see that the Time and Sequence Schedule is carried out as planned.

The result of our intense planning allows you to determine, at any time during the relocation, the exact status of the move.

On the following page you will find a sample of such schedule designed for a successful commercial move.

SECURITY

During pre-planning meetings, security measures should be established. In accordance with our physical survey, we will make recommendations to be implemented with your own security procedures.

Since it is likely that new furniture, carpeting, etc. will have been installed prior to the relocation, we suggest that you arrange for security in the form of locked doors, guard service, and the like.

If advised that your shipment will include items of high value or confidential material, we will utilize our security bins, which we would seal, record numbers, lock, and band. (All seals would be broken in the presence of your representative.)

A few of our security measures include:

1. All trucks are sealed and locked, with numbers assigned to each seal. Seals would be broken at destination by your representative.
2. Security bins are available that can be locked with your padlocks, if you desire.
3. Men are uniformly attired to insure against outsiders mingling.
4. Vans are kept on rigid schedule. Any appreciable delay is immediately investigated by our supervisory personnel.



PROTECTION ON PREMISES

When building policies dictate, all elevator walls, lobby walls, glass doors, floors, and corridors will be protected.

For glass doors, we used specially designed wood corner bucks and corrugated paper.

Carpeted areas will be protected by using 1/4" tempered masonite or aluminum plates.

Lowy's will furnish, install, and remove all padding and other wall and floor protective material.

PROTECTION AGAINST INCLEMENT WEATHER

Lowy's will employ the following protective measure should the relocation take place during inclement weather:

1. When possible, overhead protective coverings will be set up between building doorways and the van door.
2. A protective cover will be placed over each dolly load of cartons or furniture while exposed to the elements between doorways and truck doors.
3. Lowy's cartons are 200 lbs. per square inch test, with double layered bottoms, double overlapped interlocking top flaps and double walls at both ends.
4. Wherever facilities permit, loading and/or unloading will be performed under protective cover of the building itself.
5. Our moving personnel will be outfitted in uniform waterproof apparel. This assures that they will be performing at the peak of efficiency under any prevailing elements.
6. Lowy's vans are meticulously maintained and are completely weatherproof.

MINIMIZE THE RISK OF DAMAGE TO YOUR FACILITY



EXTENSIVE BUILDING PROTECTION

- Coroflex wall protection.
- Pathrite carpet protection.
- Complete wood/marble floor protection.
- Door jam protection.

FINAL PREPARATIONS

At least one week prior to the relocation, we will hold a pre-move meeting to inform and instruct your personnel on move preparations.

This meeting will cover the following:

- . General moving tips
- . Specific move data
- . Packing information (Move Instructions)
- . A description of the services our personnel will perform prior to the move.
- . An outline of the duties of each employee including tips to maximize efficiency.
- . A description of the labeling system

COMMUNICATIONS

Cellular phones with two-way radios are used by supervisors at each site. Beepers will also be issued, and all drivers will have beepers and two-way radio.

CONDUCT

All employees are reminded prior to each phase of the relocation's importance. Our employee guidelines require courteous manners at all times. We also review all additional customer rules prior to the relocation.

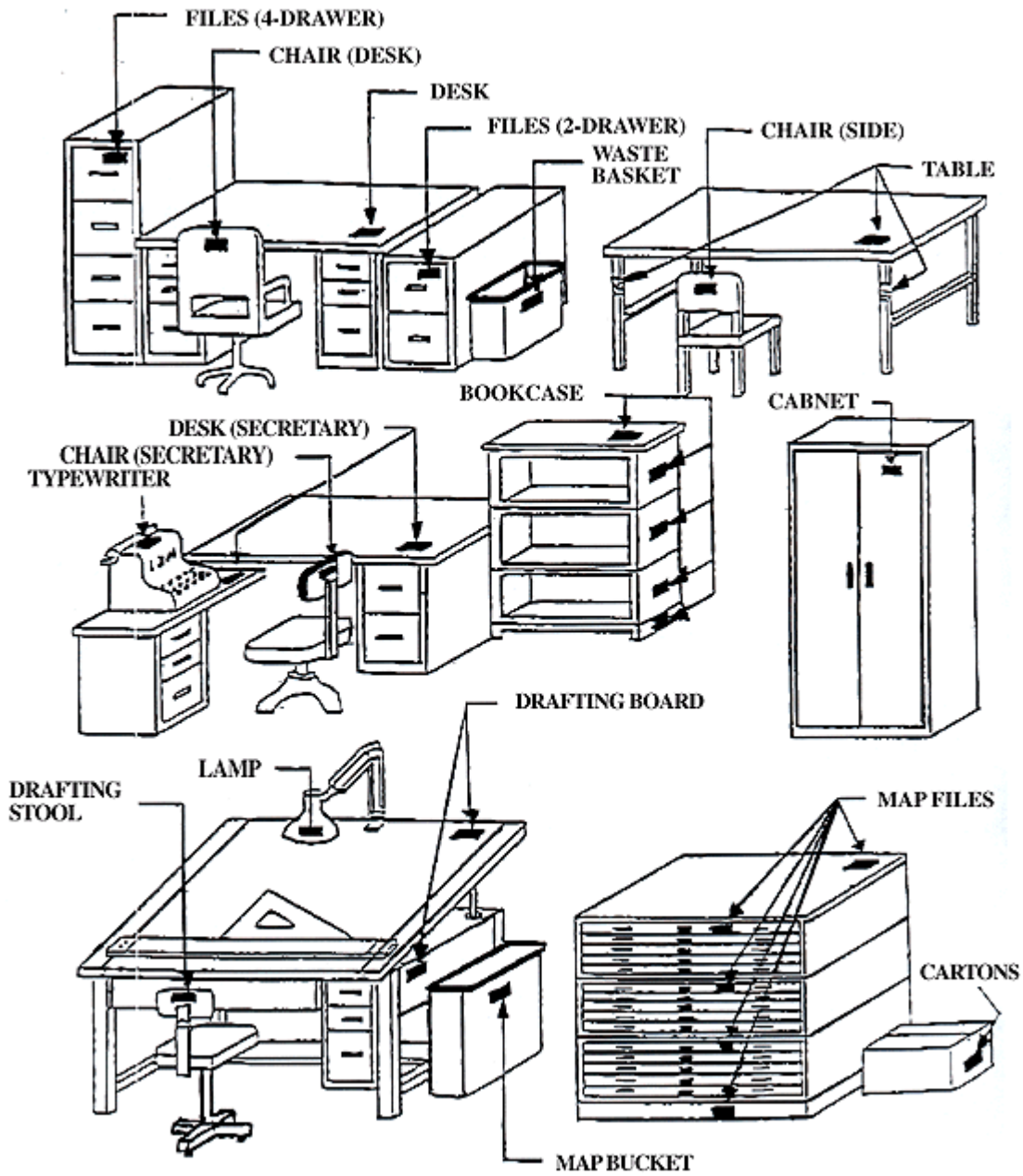
MOVING INSTRUCTIONS – PREPARATION BY PERSONNEL

Lowy's will supply and distribute packing containers required.

1. **Desks:** All desks will be moved without contents:
 - a. All liquids and breakable materials must be removed and packed into containers or wastebaskets – wrap breakables in paper for protection.
 - b. Current working papers, contents of letter trays, pencils, pens, clips, etc. are to be placed in envelopes, sealed and placed in desk drawers.
 - c. Index cards should be protected by putting rubber bands around every 200 cards.
 - d. Telephone, electrical and lighting equipment attached to desk must be removed. Make arrangements with telephone company and, where necessary, with electrician for this service.
 - e. If your present desk is being replaced, entire contents are to be packed into containers.
2. **Computers:** All related computer cables/mouse/pads are to be bagged. Lowy's will supply zip-lock bags. They will be moved in special carriers.
3. **Stationery Cabinets, Bookcases & Shelving:** These items must be emptied into containers. However, sectional bookcases are usually moved with contents. Mover will supply special equipment such as rolling bins, addressograph carriers, library and merchandise racks, if necessary.
4. **Vertical Filing Cabinets:** All files will be moved with contents. Draw follow-up slides forward so that contents are snug. If cabinets are bolted to each other, they must be disconnected. Locking files is not a necessity, as files will be safely transported without being locked.
5. **Lateral Filing Cabinets:** All files above two drawers must be emptied.
6. **Chairs:** Remove all loose casters and place in desk drawer or container. Loose pads should be tied to chair.
7. **Card Cabinets:** Secure drawers with tape or cord.
 - a. Cabinets with lock rods must have rods tightened.
 - b. Cabinets without lock rods should be protected by placing rubber bands around every 300 cards.
8. **Large Pictures, Maps & Bulletin Boards:** All are to be left on wall. Small pictures are to be packed in containers.
9. **Personal Belongings:** The mover is not responsible for the property of personnel. Items such as desk sets, clocks, plants and articles of clothing, should be handled by the owner.
10. **Tagging:** A tagging code will be established by the Planning Department of Lowy's. Every item of equipment will be tagged by the Mover. "Do Not Move" tags will be placed on items to be discarded. Sufficient coded tags will be left with all personnel, to be placed on containers when they are packed. It will be unnecessary for anyone to tag any item with their name or any other mark of identification. Lowy's tagging system will insure the placing of all units in their exact locations at the new offices.
11. **Packing:** Consult with Lowy's representative if special containers are needed for bulk stock, libraries, addressograph cabinets, delicate instruments, painting or bric-a-brac, etc. In packing cartons, be careful not to have contents overflow.

If assistance is required in packing, Lowy's team of expert packers can be supplied for any part of this preliminary work.

PROPER LOCATION FOR LABELS





E Z TOTE - reusable totes are the perfect solution for any office relocation. High-density polypropylene, totes are much stronger than cardboard boxes. With the use of a dolly, the E Z totes are stacked 4 high and roll out to their final destination. No heavy lifting....each crate is stacked...packed and then emptied.

OFFICE MOVING GUIDE

Regardless of the company or the circumstances surrounding an office move, planning, efficiency and communication provide the foundation for a successful move. As your moving plan develops, it becomes obvious that months of preparation may be needed. Each company employee must help assure that productivity and work flow continue at acceptable levels during the relocation. A successful move requires sufficient pre-planning time; every detail must be worked out.

Lowy's Moving Service has compiled the following information and guidelines to assist you in the relocation of your office. Whether you have five or 500 employees, **Lowy's Moving Service** can help make sure your office is restored to near normal productivity immediately after the move. The information enclosed provides valuable insight into the roles of everyone involved in your office move.

Planning...

Who's Your Move Coordinator?

It's kick-off time and the relocation process is about to begin--but who's the quarterback? Who calls the plays? Who makes the decisions when best laid plans fall through? It's your Move Coordinator who's called upon to make decisions critical to a successful move.

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, more than fifteen offices, you may wish to appoint a moving committee to optimize results through planning and communication. Your moving committee will carry out assigned tasks and assist in developing the company's relocation policies and requirements. Committee members like clerical staff, supervisors and department heads provide the necessary communication to co-workers.

Moving... The Committee's Role.

Typical employee anxiety and confusion can be minimized if committee members familiarize each and every employee with his role and responsibilities during the move. With employee participation, productivity and efficiency are kept at near normal levels. Before selecting your mover, it will be necessary for the Move Coordinator and move committee to establish approximate moving dates and relocation requirements.

When establishing a moving date, your office Move Coordinator will need to consult with new building management and your office outfitter. Current leasing requirements also will need to be checked.

Newly built or redecorated quarters require additional flexibility in the moving schedule --extra time to handle unscheduled events in a way that minimizes disruption to your overall move plan. Advance planning is the key to a successful move.

Written specifications, provided by your committee to the mover, should include detailed accounts of items to be moved, services to be rendered, and by whom each service is to be provided (i.e., mover or company). Your company may choose to bring in a mover before establishing formal written specifications and responsibilities for the move. Then the mover becomes a direct consultant, an added committee member, another team player.



When inviting carriers to bid on an office relocation, committee members and the Move Coordinator must look at the ability of the carrier to perform a smooth, quality office move.

Movers with little experience in office and industrial moving may have difficulty delivering the service expected. So **Lowy's Moving Service** recommends references be checked thoroughly. Keeping your facility in mind, consider using a mover who has had experience in moving offices of similar type and square footage (for example, medical facilities, law offices, banks, etc.).

Bid presentations submitted by the carrier/mover, after the required walk through(s) at both the old and new sites, should include specific information about areas of responsibility for the mover. During the move, your carrier move supervisor will meet with the office Move Coordinator/committee to detail the responsibilities of all employees, and to review past and future phases of the move. Just as your moving committee must communicate plans and strategies to your employees, so must your mover.

Working as a team, the moving committee and Move Coordinator see that all phases of the office move are covered, plans are made, procedures carried out. Move Coordinator/committee responsibilities may include:

- Selection of the carrier (mover).
- Issuing "Request for Bid" to selected carriers.
- Coordinating change of address on all forms (i.e., stationery, invoices, deposit tickets, etc.).
- Forwarding change of address notices to banks and financial services, insurance carriers, credit card companies, newspapers, magazines, clubs, and suppliers.
- Providing blueprints to the mover for origin and destination building sites.
- Developing a scaled "Master Plan" with your mover on graph paper showing layout and placement, floor by floor, department by department. For each floor or department at the new office, show the location, size and assignment of offices and work areas. Position desks, file cabinets, office copiers, water coolers, vending machines, telephones, personal computers, etc. (Tagging/marketing information will be reviewed further under "The Mover... Roles and Responsibilities.")
- Notifying utility and service companies of connection and disconnection dates: always after mover's loading date and before mover's delivery date.
- Installing a telephone system and scheduling sufficient training time before the move to familiarize employees with 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 decorators to make sure the new office space is finished before moving day.
- Coordinating delivery with new furniture and fixture suppliers on dates acceptable by the Move Coordinator and moving company (usually before the scheduled delivery date).

As we look further at employee and mover responsibilities, you'll see how planning and interaction are essential to an efficient, productive office move. Company operations continue with minimal work interference.



The Employee... Communication and Duties.

Proper instruction and employee role designation are vital to assuring that work areas and departments are prepared for mover loading and transportation. Movers usually offer help with drafting of employee pre-move instructions and procedures. Sometimes it's useful for your mover to conduct a pre-move employee orientation seminar.

Your Move Coordinator must take an active role in this communication process. Employees must realize they have a key role in your office relocation. Cooperation is essential to meeting limited time schedules. The ultimate responsibility lies with the Move Coordinator and company supervisors for continuing direction.

Through focused communication, employees are provided with step-by guidelines and move status reports.

Management and employee anxiety is minimized, communication maintained, time schedules are met. Responsibility begins with each employee packing and marking items in his/her own work area. Desks, chairs, office equipment, waste baskets, etc. must be tagged for identification. Your mover will provide all boxes, and tags necessary for tagging and identification purposes.

Other suggestions for minimizing disruption in office routines:

- Employees should discard unneeded items. Shipping them only adds to costs. Most employees can lose one or two full cartons.
- Employee will be provided color-coded labels and tags for packing his/her office possessions. All articles of furniture, cartons and any separate items must have a tag or label. It is recommended that labels and tags be added to the side of the carton, and also the top.
- The Department Move Coordinator is responsible for seeing that all items are labeled and tagged. Any item not labeled will not be moved. All office effects will be moved by number, according to the Move Coordinator's master plan, not the employee's name.
- To save space, you may wish to have employees coordinate packing with those who will be working with them in the new office.
- Desks and credenzas to be moved should be emptied prior to loading time. Each employee is responsible for emptying or arranging the removal of books, papers, letters and other desktop items (pack all contents in cartons and color-tag with numbers corresponding to the desk's number). Drawers should then be locked and all keys kept by the supervisors.
- Secretaries and typists with carriage typewriters should leave typewriter carriages locked and centered. Electric cords should be taped to the office machine.
- Cartons and wrapping paper provided by your mover should be kept on hand for packing standard size items and bulk-storage material.
- Pictures, lamps, typewriters, bookcases, open files, libraries, etc., normally will be packed and unpacked by the mover. Each department should be prepared to empty any stationary cabinets as they usually are not recommended to be moved with contents.
- Traditionally, movers contract to move only company property. Movers are not liable for loss of personal property. If you need containers for personal property, they can be provided by your mover.

Electric calculators may be transported personally or wrapped well and included in a carton with desk contents. Many times, calculators over 12" (or a pre-agreed size) will be packed by the mover.

- Hanging pictures and maps may be packed by the employee or the mover. Affixed items must be removed by company servicemen or the employee. In either case, pictures and maps to be shipped must be tagged.
- **Lowy's Moving Service** recommends file cabinets and contents be left intact when the cabinet is to be moved: If cabinets are bolted together to form a bank, remove the bolts. Internal drawer plates should be tightened to hold contents in place. Leave it to your mover to do the packing and unpacking when necessary. If you decide to pack lateral files, label all cartons appropriately (be sure to tag banks of files in their proper sequence).
- Small plants should be transferred personally. Special arrangements can be made to transfer larger plants. Movers are not responsible for the safe transportation of plants.

As with most jobs that require a great deal of planning and coordination, no one job is the same. Pre-move instructions provided by the mover may vary. These instructions/suggestions provide a basic summary of the employee's responsibilities. Consult **Lowy's Moving Service** for suggestions and procedures that apply to your office relocation.

The Mover Roles and Responsibilities.

As roles become clear, it's apparent that no team member can succeed without the others. There is no cure for poor pre-move planning. It becomes the role of the professional moving consultant to cover all the plays. Unlike a football game, a team player who "fumbles" the ball has already lost the game. Un-recovered fumbles can only create additional costs, time delays, and above all, unsatisfied customers. In facilitating a game plan, your mover has many roles, including:

- From the initial walk through(s), at both the old and new office sites, manpower, services, materials and office furniture traffic plans are developed.
- Time schedules for pickup and delivery are coordinated and loading schedules planned.
- Move supervisors meet with moving committee members to develop pre-move policy plans and to outline employee responsibilities. Office floor and department plans are developed with the Move Coordinator and color codes assigned, with code numbers on the plan indicating individual work stations for employees. Colors and code numbers match equipment and furniture according to where the new piece belongs in the office, as shown in the Move Coordinator's master plan. Electrical and telephone outlets, along with new furniture placement, can be designated on the master plan for the new office. For the convenience of the employees and the mover, a full floor layout will be placed strategically in the new office. Direction signs also will be posted to indicate location of departments. Pressure-sensitive, color-coded designation decals will be displayed prominently near office entryways. Your mover will advise you where to position the coded stickers on each piece of equipment. Extra tags, labels, and containers are provided to employees for items to be packed and/or disposed of at origin.
- Lost-and-found areas are established for furniture and cartons that have missing labels and tags. Contractors/decorators of new buildings are consulted to coordinate move-in plans.
- On-site moving supervisors are assigned to oversee operations at both locations. Supervisors direct the flow of furniture and equipment to its proper location.

Building managers/owners at both the old and new office locations, are consulted weeks in advance to secure exclusive use of the elevators, hallways, entrances and loading docks or parking spaces.

- Elevator capacities and clearances of doorways and stairways are investigated and protective shielding put in place by the mover.
- Permits, when necessary, are obtained from the police/safety board to block streets during specific hours of the move. Some cities may require traffic directors. This, too, will need to be arranged.
- Truck and office security patrols are arranged during loading and unloading at both the old and new office sites when requested or necessary.
- Third-party services (i.e., flatbed hauling, plumbing, electrical services, etc.), may need to be arranged.
- Contingency plans are needed in case of elevator breakdown, electrical failure, truck/mechanical breakdown, etc. - Means of protecting floors, walls, elevators, etc. must be decided and communicated to the Move Coordinator and committee.
- Special arrangements with telecommunications machine suppliers and office copier suppliers may be needed for connection and disconnection.
- Special handling of bulky/heavy items (e.g., safes, fireproof files, conference tables, computers, libraries, record storage), should be moved before the main moving day to prevent congestion and slowdowns.
- A post-move cleanup and furniture repositioning should be planned as requested by the Move Coordinator.
- Housecleaning days should be planned days ahead of the moving date. Unnecessary files and other waste should be discarded before loading.

TOUCHDOWN... You Win!

Like a football game, an office move involves players who must follow a strict game plan. Each player has a role, each has tasks to accomplish. The interface of management, employees, mover and other third-parties is essential to achieving our mutual goal--a successful move occurring in the time prescribed by management and within the cost estimate previously agreed upon.

Employee productivity is maintained with minimal disruption. What once seemed like an overwhelming assignment becomes a series of detailed tasks. With pre-move planning, communication, a qualified mover and staff assistance and support, your office move becomes a study in efficiency and management.



***We have serviced the following companies throughout the metropolitan area.
We welcome your calling any as a source of reference.***

JP MORGAN CHASE	500,000 Square Feet Ms. Barbara Boggs 858-605-2412
MELLON SECURITIES	800,000 Square Feet Mr. Chester Belback 412-234-6325
SAMSUNG	200,000 Square Feet Mr. JH Seo 201-229-4224
MAIDENFORM	80,000 Square Feet Ms. Pat Fusiak 732-621-2133
MERIDIAN HEALTH	750,000 Square Feet Ms Claudia Van Norman. 732-776-3872
FIRST INVESTORS CORP	100,000 Square Feet Mr. Carl Pepi 732-855-2545
AZTEC CORPORATION	75,000 Square Feet Mr. Charles Logan 732-636-8989
LE CLAIR RYAN	90,000 Square Feet Mr. Paul Drobbin 973-491-3526
BIRDSALL SERVICES GROUP	100,000 Square Feet Mr. Howard Birdsall 732-380-1700
NEPTUNE SCHOOLS	300,000 Square Feet Mr. Dave Mooij 732-922-8950

LOWY'S

ACELERO LEARNING	15,000	sqft	DIVER & QUINN	2,000	sqft
ADP	250,000	sqft	DONATO GROUP	25,000	sqft
AGRO DYNAMICS	25,000	sqft	DRIESSEN AIRCRAFT	35,000	sqft
ALFIERI PROPERTY MANAGEMENT	100,000	sqft	DEVRY UNIVERSITY	50,000	sqft
ALGIN DESIGN	20,000	sqft	DSCI	22,000	sqft
ALPHARMA	30,000	sqft	DW SMITH	10,000	sqft
ALPHION	20,000	sqft	EARLE ASPHALT	5,000	sqft
AMEDIA	15,000	sqft	E.C.C.S.	20,000	sqft
AMERICAN GENERAL	80,000	sqft	ENGELHARDT	15,000	sqft
ANAREN POWER PRODUCTS	40,000	sqft	ENZON	80,000	sqft
ANCHO GLASS	10,000	sqft	EVANS OSBORN KRIESMAN	7,500	sqft
ANJINOMOTO	50,000	sqft	EPIC MECHANICAL	3,000	sqft
ARALIGHT	3,000	sqft	EXIDE CORPORATION	30,000	sqft
ASBURY PARK SCHOOLS	40,000	sqft	FERRARO USA	20,000	sqft
ATLANTIC REALTY	100,000	sqft	FIRST INTERSTATE FINANCIAL	10,000	sqft
AUTOMATED CONTROL CONCEPTS	45,000	sqft	FIRST INVESTORS	125,000	sqft
AVCON	15,000	sqft	FLEXPAQ	15,000	sqft
BAE SYSTEMS	5,000	sqft	FORT MONMOUTH	90,000	sqft
BANCO ATLANTICO	10,000	sqft	FORT DIX	25,000	sqft
BARBARA DAVIS EMPLOYMENT	2500	sqft	FRANKS BIG & TALL	20,000	sqft
BASF	10,000	sqft	FREEHOLD RADIOLOGY	2,000	sqft
BELL MEDICAL	30,000	sqft	FREEDOM ELECTRONICS	10,000	sqft
BERLEX LABORATORIES	500,000	sqft	FRENCH & PARELLO	30,000	sqft
BAYADA NURSES	8,000	sqft	FUTURE SKIES	30,000	sqft
BAYSHORE MEDICAL CENTER	30,000	sqft	GANNETT ADVERTISING	40,000	sqft
BENTLY DIAMOND	10,000	sqft	GENERAL DYNAMICS	5,000	sqft
BIRDSALL ENGINEERING	50,000	sqft	GIORDANO HALLERAN CIESLA	45,000	sqft
BOOZ ALLEN	10,000	sqft	GLENNDENING MTG	5,000	sqft
BOWE & FERNICOLA	5,000	sqft	GLOBESPAN VERATA	75,000	sqft
BOROUGH OF SHREWSBURY	15,000	sqft	GLOBETROTTER	20,000	sqft
BOROUGH OF MATAWAN	5,000	sqft	GRAHAM & BROWN	15,000	sqft
BRICK HOSPITAL	80,000	sqft	GREENBAUM, ROWE, SMITH, DAVIS	80,000	sqft
BROOKDALE COMMUNITY COLLEGE	50,000	sqft	GUARDIAN LIFE	50,000	sqft
BUHLER DODGE	25,000	sqft	HANDEX ENVIRONMENTAL	5,000	sqft
BURPEE	30,000	sqft	HANLON LAVIGNE & BOGLIOLI	20,000	sqft
CANTOR COMPANIES	5,000	sqft	HANOVER FAIRS	40,000	sqft
CARRIER CLINIC	15,000	sqft	HANSON INDUSTRIES	75,000	sqft
CASRIEL & CASREIL	2,000	sqft	HEALTH NETWORK AMERICA	30,000	sqft
CENNTENIIAL COMMUNICATIONS	5,000	sqft	HILLEL YESHIVA	4,000	sqft
CERRATO DAWES	2,500	sqft	HORIZON BLUE CROSS	30,000	sqft
CHARTER FINANCIAL	5,000	sqft	HOWELL BOARD OF ED	30,000	sqft
CHILDCARE SERVICES	5,000	sqft	I.F.F.	150,000	sqft
CIBA CONSUMERS	130,000	sqft	IBM	100,000	sqft
CLAYTON BLOCK	25,000	sqft	IBERICA	20,000	sqft
CLASSIC HOME STORE	6,000	sqft	ILEX - L3 COMMUNICATIONS	70,000	sqft
CMX CONSULTING	50,000	sqft	INFO TECHNOLOGIES	7,500	sqft
CNA INSURANCE COMPANIES	750,000	sqft	INTEL CORPORATION	40,000	sqft
COASTAL TITLE	15,000	sqft	INTERTECH	5,000	sqft
COLLEGE	30,000	sqft	IRON MOUNTAIN	60,000	sqft
COLUMBUS HOSPITAL	20,000	sqft	JACK GOODMAN ORCHESTRA	2,500	sqft
COMMERCIAL REALTY	4,000	sqft	JAGUAR CARS U.S.A.	240,000	sqft
COMMUNITY BANK	5,000	sqft	JERSEY SHORE MEDICAL CENTER	90,000	sqft
COMMUNITY MEDICAL CENTER	50,000	sqft	JGT REALTY	50,000	sqft
COMPUTER SCIENCES CORP	90,000	sqft	JH COHEN	5,000	sqft
CONSUMERS MARINE	15,000	sqft	JUVENILE DIABETES FOUNDATION	4,000	sqft
CONSUMER MORTGAGE	20,000	sqft	KIMBALL MEDICAL CENTER	35,000	sqft
CONEXANT	200,000	sqft	KLOSE ASSOCIATES	15,000	sqft
CONNOTATE	10,000	sqft	LAILAW	8,000	sqft
CORNERSTONE CONSTRUCTION	60,000	sqft	LAMDA EMI	10,000	sqft
CRONOS	2,000	sqft	LCOR	3,000	sqft
CULTECH	10,000	sqft	LE GOURMET CHEF	10,000	sqft
CSX LINES	15,000	sqft	LIBERY MUTUAL	20,000	sqft
CYTOGEN	20,000	sqft	LIFECCELL	80,000	sqft
DATATEK	7,500	sqft	LINCARE	10,000	sqft
DEAN WITTER	45,000	sqft	LONG BRANCH SCHOOLS	80,000	sqft
DEGUSSA CORPORATION	50,000	sqft	LUCENT TECHNOLOGIES	40,000	sqft
DELAIRE USA	20,000	sqft	MACK CALI	50,000	sqft
DERON SCHOOL	40,000	sqft	MADEN TECHNOLOGIES	10,000	sqft
DIALIGHT	90,000	sqft	MALLENTECH	10,000	sqft
DIANE TURTON REALTORS	5,000	sqft	MANALAPAN SCHOOLS	40,000	sqft
DICKSTEIN ASSOCIATES	10,000	sqft	MANCHESTER SCHOOLS	50,000	sqft
			MARATHON DATA	7,500	sqft
			MASER CONSULTING P.A.	40,000	sqft
			MATAWAN SCHOOL	20,000	sqft
			MAVERICK	10,000	sqft
			MDS PHARMA	25,000	sqft

LOWY'S

MEGA PUMPS	2,000	sqft	TINTON FALLS SCHOOL	30,000	sqft
METROMEDIA COMPANIES	15,000	sqft	TINTON FALLS BOARD OF ED	5,000	sqft
MIDDLETOWN SCHOOLS	75,000	sqft	TITAN SYSTEMS	40,000	sqft
MILLENNIUM CELL	20,000	sqft	UNITED FINANCIAL	5,000	sqft
MOESC	40,000	sqft	UNITED WAY MONMOUTH CTY	7,500	sqft
MONOC	70,000	sqft	UNUM	40,000	sqft
MONMOUTH COUNTY VOTING	30,000	sqft	US POSTAL SERVICE	200,000	sqft
MONMOUTH COUNTY VOCATIONAL	20,000	sqft	UNITED PARCEL SERVICE	8,000	sqft
MONMOUTH MEDICAL CENTER	70,000	sqft	USDA	25,000	sqft
MONMOUTH UNIVERSITY	50,000	sqft	VISITING NURSES ASSOCIATION	20,000	sqft
MORRIS JOHNSON ASSOCIATES	10,000	sqft	WALTHER ELECTRIC	10,000	sqft
MUSCULOSKELETAL TRANSPLANT	50,000	sqft	WATERFORD CRYSTAL	100,000	sqft
MURRAY LAW OFFICES	10,000	sqft	WAVE BIOTECH	4,000	sqft
NAIOP	5,000	sqft	WELLSPRING	5,000	sqft
NAVAL WEAPONS EARLE	50,000	sqft	WENTWORTH GROUP	30,000	sqft
NBC BROADCASTING	5,000	sqft	WEST-WARD PHARMACEUTICAL	15,000	sqft
NCADD	5000	sqft	WILENTZ GOLDMAN & SPITZER	80,000	sqft
NEPTUNE SCHOOLS	60,000	sqft	WITHUM SMITH & BROWN	3,000	sqft
NEW JERSEY NATURAL GAS	160,000	sqft	XPEDITE	60,000	sqft
NIEHOFF ENDEX	70,000	sqft	YHD.com	25,000	sqft
NJ STATE FUNERAL DIRECTORS	10,000	sqft	YMCA	15,000	sqft
NJ STATE D.O.T.	50,000	sqft	YORK TELECOM	30,000	sqft
NY LIFE	20,000	sqft	ZIMMEL ASSOCIATES	10,000	sqft
OCEAN COUNTY COLLEGE	50,000	sqft	ZS ASSOCIATES	180,000	sqft
OLSTEN STAFFING SERVICE	2,500	sqft			
OMR SYSTEMS CORPORATION	40,000	sqft			
OSTEOTECH	80,000	sqft			
OUTSOURCE LABORATORIES	10,000	sqft			
PAMARCO	10,000	sqft			
PARSONS BRINKERHOFF	40,000	sqft			
PILOT CHEMICAL	8,000	sqft			
POLISH SLAVIC CREDIT UNION	50,000	sqft			
PENTECH INTERNATIONAL	5,000	sqft			
PRINCE	160,000	sqft			
PRINCETON OPTRONICS	40,000	sqft			
PRINCETON SEPARATIONS	60,000	sqft			
PROGRESSIVE LAWYERS	25,000	sqft			
PRUDENTIAL REALTY	20,000	sqft			
PSA HEALTHCARE	5,000	sqft			
QUADRAMED	10,000	sqft			
RANNEY SCHOOL	5,000	sqft			
RAVIN, DAVIS & HIMMEL	40,000	sqft			
RECALL	20,000	sqft			
RED BANK TITLE	10,000	sqft			
REED SMITH	30,000	sqft			
RELIANCE NATIONAL	10,000	sqft			
RIVERVIEW MEDICAL CENTER	40,000	sqft			
ROBERTS PHARMACEUTICALS	75,000	sqft			
ROBERTSON DOUGLAS CORP	20,000	sqft			
ROCKWELL INTERNATIONAL	5,000	sqft			
RONAN & TUZZIO	5,000	sqft			
ROSS UNIVERSITY	30,000	sqft			
RUTGERS UNIVERSITY	60,000	sqft			
RYAN BECK	40,000	sqft			
SCHOOR DEPALMA	50,000	sqft			
SCHULTZ ORGANIZATION	100,000	sqft			
SEALAND SERVICES	750,000	sqft			
SEMCOR	5,000	sqft			
SGS COMMUNITIES	10,000	sqft			
SEMENS MEDICAL	10,000	sqft			
SITAR REALTY GROUP	20,000	sqft			
SLEEP INNOVATIONS	5,000	sqft			
SNELLING	5,000	sqft			
SOVEREIGN BANK	10,000	sqft			
SPIRENT COMMUNICATIONS	75,000	sqft			
SPCA TINTONFALLS	5,000	sqft			
ST BARNABAS MEDICAL	15,000	sqft			
STAVOLA ENTERPRISES	10,000	sqft			
STEVEN MICHAEL PETERSON	10,000	sqft			
SUMMIT REALTY	3,000	sqft			
TFH PUBLICATIONS	70,000	sqft			