



## Office Relocation Information

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The prospect of managing your company's relocation can feel overwhelming. It's easy to get mired down in details that can turn the entire project into a time consuming, expensive endeavor. First, understand that any move, whether it's around the block or around the world, requires thought and planning in 5 key areas:

1. Planning
2. Budget & Schedules
3. Space Planning & Furniture Needs
4. Phone & Data Management
5. Employee Communication & Preparation

It's one thing to have your move framed out on paper, but it's another thing to assemble a skilled team to execute your plan. No move goes seamlessly, so you need to be prepared for last minute snafus. A logistics management expert provides vetted vendors for every stage of your move, so you can rest assured that no matter what unexpected concerns crop up, your experienced team can handle them with aplomb.

Of course, once you've completed your move and have settled in to your new space, there are post-move activities that still need to be completed. Make sure your "post-move schedule" includes these details:

- Post-move walk through at BOTH origin and destination facilities
- Collect old keys and key cards
- Update service agreements

Remember, success is in the details! A detailed plan results in a more efficient and cost effective relocation, which is good for your company and your employees, but it's most important for your bottom line.

**For a free quote, call: 609-760-8317**  
**For more information, visit: [ArgosyMG.com](http://ArgosyMG.com)**

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