

SET THE STAGE FOR A SUCCESSFUL COMMERCIAL MOVE

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Every move is challenging, but a commercial move has so many moving parts to it that it can seem like an overwhelming task. You have two options: coordinate the project yourself, or look to outsource it. If your relocation needs to be a seamless transition that doesn't impact your day-to-day business, then the most expedient solution is to partner with a commercial move expert who has a field-tested logistics management program in place.

So what is a logistics management program? It's a 5-step protocol that relocation experts use to keep a project on budget and on time. Before you hire a company, interview several candidates, and see which ones will approach your move with these proven parameters:

STEP #1: RELOCATION PLAN & OBJECTIVES

Your Logistics Coordinator should develop a project overview and outline that encapsulates all the details involved in your relocation, including:

- ▶ Projected timeframe
- ▶ Goals and budget
- ▶ Space evaluation
- ▶ Asset inventory/furniture analysis
- ▶ Space planning
- ▶ Contents move plan and asset liquidation
- ▶ Computer/phone/data migration

STEP #2: PHYSICAL SURVEY

An on-site logistics team should survey both the origin and destination locations in order to provide a comprehensive detailed work overview. It's important to identify property/building management requirements and specifications so that decommissioning at the current office space complies with the guidelines, and any build-outs required at the new office space are completed prior to move day. A physical survey is especially important when relocating stock from several different locations – office, store, or warehouse. Each venue requires an entirely different logistical approach, so don't assume just giving the logistics team the square footage total is enough information. Nothing takes the place of an actual boots-on-the-ground survey.

STEP #3: BUDGETING

Your Logistics Coordinator should create a detailed budget that breaks down the move into individual line items. Any vendor services needed should be sent out for comparative bid. Final recommendations should slot

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into the comprehensive move plan with an associated sub-budget.

- ▶ Timeline with confirmed project dates
- ▶ Benchmarks and target dates for vendor services
- ▶ Budget goals and savings opportunities

STEP #4: FINALIZE MOVE PLAN

Your Logistics Coordinator should develop a final move plan that incorporates all aspects of planning, scheduling, and budgeting. The entire work process should afford you complete transparency throughout your relocation project, so you are an integral part of the move without doing any of the heavy lifting.

STEP #5: PROJECT MOVE TEAM

Organization and coordination are the foundation to any successful move. Your on-site logistics team should provide real-time updates to you, and act as the liaison with the vendors needed to complete the project.

TO HELP YOU FURTHER NARROW DOWN YOUR LOGISTICS MANAGEMENT TEAM OPTIONS, GET ANSWERS TO THESE QUESTIONS WHEN YOU INTERVIEW CANDIDATES...

Q1. Do you have move experience in my specific industry?

When interviewing relocation experts, you should determine whether this company has expertise within your specific industry. Special handling and insight is required when moving delicate medical and IT equipment, expensive pianos, or irreplaceable art. If your commercial relocation involves any unique capabilities and resources, don't settle for anything less. Industries that have special moving needs include laboratories and hospitals, hotels, restaurants and bars, and libraries and museums.

Q2. Do you store documents and records?

A well-appointed commercial specialist should offer records storage and document management solutions, where records and files can be kept safe and accessible.

Q3. Do you offer shredding services?

A full-service commercial professional should offer shred-on-demand services, as well as weekly shredding programs where pick up is included.

Q4. Can you dispose of the furniture and electronics that the office no longer needs?

A solid relocation expert should provide purge services, and remove old, unwanted items for you. You'll want a sustainable recycling partner to handle plastics, metals, wood, paper and e-waste accordingly.

Q5. Are your moving practices sustainable?

A reputable commercial relocation expert should have many options for unwanted furniture and equipment

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that doesn't involve a landfill. From recycling to liquidation to donation, a commercial move should not hurt the earth.

Q6. Can you coordinate office and residential relocation for the entire company?

For a commercial relocation that involves a great distance, look for a logistics management team that can handle all the relocation needs of both company and employees alike. Why? A comprehensive move plan that can coordinate the office relocation along with the employees' residential moves will transfer everything at the same time to maximize efficiency and minimize downtime.

A commercial relocation is a major step for any business. Make it your business to hire the best full-service professional for the job.

For information on Argosy Management Group:

Argosy Management Group (AMG) is a leader in office relocation and logistics project/move management. AMG services companies throughout the U.S. and worldwide. AMG delivers a wide range of comprehensive services: move management and transition planning, space planning and furniture needs, office and industrial relocation and liquidation, storage solutions and asset management, furniture disassembly and installation, and I.T./data center relocation.



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