

ARE YOU MOVING YOUR OFFICE? CONSIDER A RELOCATION CONCIERGE

By Shawn O'Neil, Partner, Argosy Management Group, LLC

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A Relocation Concierge is an expert that you partner with when you are considering moving or expanding your office. They are the ones who crunch the numbers, draw up the timeline, coordinate all the subcontractors, and develop the move plan. They'll be the one qualified to answer the question, "What's the most cost effective way to transition to a new space?"

A top-notch Relocation Concierge has the connections for everything – space planners, IT/data center relocation, phone and furniture procurement, contractors, and so much more. They know the right vendor for every job, and the right price that should be charged. Any client that thinks they can vet the vendors and negotiate a better price as their own general contractor may want to think twice. The time it takes along with the risk management liability are enough to make you run out to find a relocation concierge.

Utilizing a Relocation Concierge on your relocation project benefits the landlord by protecting the integrity of the real estate. It also benefits the tenant by protecting their security deposit. It's a win-win for everyone.

So what responsibilities can a Relocation Concierge take off your plate?

- Relocation plan & objectives
- Goals & budgeting
- Timelines
- Space evaluation & planning
- Asset inventory/furniture analysis
- Furniture Liquidation & Procurement
- Transportation & Logistics
- Contents move plan and asset liquidation
- IT/Data center migration
- Phone system/cabling
- Facility Decommissioning

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So what is the takeaway from all of this? Companies who focus all their time and effort on the “hard costs” of relocation or expansion will be blindsided by the much more important “soft costs” of a transition. There are the obvious hard costs associated with any move – packing, moving, etc. But there are the less tangible soft costs you need to consider – lost productivity, efficiencies of timing/scheduling, IT testing, risk management, etc. A Relocation Concierge minimizes your company’s exposure to lost revenue by reducing the distraction to your core business and shortening down time. You’re an expert at what you do, so why not let a Relocation Concierge handle all the logistic details for you!



About Argosy Management Group, LLC:

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. AMG also offers disinfection services for your office space to combat COVID-19 and other viruses.

For more information, contact: Shawn O’Neil at 609-744-4112 or visit www.argosymg.com.

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