

## ARE YOU MOVING YOUR OFFICE? CONSIDER A RELOCATION CONCIERGE TO STEP YOU THROUGH YOUR MOVE.

By Shawn O'Neil | 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 experts 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 my new office 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.

Increasingly, tenants are looking to receive compensation from their property managers after they fall victim to a crime on leased property, and more and more often courts are ruling in favor of the tenants. While property managers are not responsible for the damages caused by every criminal act, they do have a duty to provide tenants and their guests or customers with reasonable measures of security. When managers fail to do this, they can potentially be held liable for some or all of the damages.

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.



**"Building Successful Relationships" is our Mission.**

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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

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 logistical details for you!

## About Argosy Management Group, LLC

Argosy Management Group (AMG) is an experienced leader in office relocation and logistics project/move management. AMG services companies throughout the North America. AMG delivers a wide range of comprehensive services: move management and transition planning, space planning and furniture needs, office relocation and liquidation, storage solutions and asset management, furniture disassembly and installation, IT/data center relocation, and space decommissioning.

## FOR MORE INFORMATION CONTACT:

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