MONICA BENZ
WORKPLACE RELOCATION

Your office move, managed from start to finish.

Moving offices shouldn't mean putting your business on hold. I handle the planning, logistics and vendor coordination so your team can stay focused on what they do best.

YOUR TEAM'S TIME BACK

Avoid assigning weeks of move coordination to a busy employee.

LESS DOWNTIME, FEWER SURPRISES

Planning and oversight help reduce avoidable delays and expenses.

ONE POINT OF CONTACT

I coordinate the move through setup and final handoff.

WHAT IS INCLUDED

01 **PLAN & PREPARE**

Walkthroughs, furniture inventory, preliminary layouts, budget and relocation schedule.

02 **COORDINATE & MOVE**

Mover and packer bids, building approvals, vendor scheduling and on-site move oversight.

03 **SET UP THE SPACE**

Coordinate unpacking, furniture placement, deliveries and professional installation.

04 **FINISH & HAND OFF**

Track outstanding items, coordinate final details and complete the client walkthrough.

A REALISTIC MOVE TIMELINE

ILLUSTRATIVE / TIMING VARIES BY PROJECT

8-12 WEEKS	4-8 WEEKS	1-2 WEEKS	MOVE WEEK	HANDOFF
Scope + plan	Book vendors	Confirm details	Oversee move	Final checks

EXAMPLE OFFICE RELOCATION MANAGEMENT FEE

$14,500

Based on a local move for approximately 20 employees in a 4,500-square-foot office.

Your fee is quoted for the project's size, complexity, timeline and scope, then fixed for the agreed work.

THIRD-PARTY COSTS ARE SEPARATE

Movers, packing, installation, IT and related vendor expenses are paid separately. Businesses generally budget for these costs whether they manage the move themselves or hire me.

WANT TO PLAN YOUR FULL MOVE BUDGET?

Ask for my illustrative office relocation budget, including estimated third-party expenses.

GOOD TO KNOW

Plan 8-12 weeks ahead when possible. Actual schedules depend on vendors, building access and IT readiness. Third-party services are approved separately; client IT providers handle technical work.

START WITH A COMPLIMENTARY RELOCATION CONSULTATION monicabenz.com