OFFICE RELOCATION / SCENARIO 02

RELOCATE + REFRESH

Moving to a new space and need a few upgrades along the way?

Keep what works. Upgrade what doesn't.

I coordinate your move and refresh selected furnishings for a cohesive, functional office.

EXAMPLE PROFESSIONAL SERVICES FEE

$20,450

Relocation management $14,500
Furnishing & styling $5,950

Fixed for agreed scope
20 people / 4,500 sq. ft.
Actual fee quoted per project

WHAT YOU RECEIVE

A coordinated move and thoughtful office refresh, without the time and expense of starting from scratch.

- **Your team's time back.**
  I coordinate movers, vendors, orders and installation.
- **Less disruption and waste.**
  Reuse what works and avoid unnecessary purchases.
- **A polished, ready-to-use office.**
  New pieces work with existing furniture; final setup is coordinated.

You run your business. I'll manage the transition.

ESTIMATED THIRD-PARTY PROJECT EXPENSES

These are separate client-paid expenses, many of which you would generally budget for whether you manage the project yourself or hire me.

Professional packing crew	**$2,500**
Moving company and transportation	**$4,500**
Unpacking and existing furniture placement	**$1,500**
Professional furniture assembly and installation	**$7,000**
New furniture, lighting, artwork and decor	**$20,000**
Packing materials and supplies	**$650**
IT equipment move / reconnection (IT vendor)	**$1,500**
Freight and delivery of new purchases	**$2,000**
Old furniture disposal / recycling	**$1,000**
Third-party subtotal	**$40,650**
Contingency allowance (10% of third-party costs)	$4,065

ILLUSTRATIVE TOTAL PROJECT BUDGET **$65,165**

WHY I SHARE THIS ESTIMATE

Most businesses have never budgeted for an office move or furnishing refresh. I share these estimates to help you anticipate costs, plan ahead and make informed decisions.

Example: local move for 20 people / 4,500 sq. ft. Fixed fees depend on size, complexity, timeline and scope. Vendor costs vary; taxes, storage and special building fees may be additional.