OFFICE RELOCATION / SCENARIO 03

RELOCATE + REIMAGINE

Ready for a fresh start in a completely new office?

New space. New furniture. Fresh start.

I coordinate your move, source furnishings and oversee a complete office setup.

EXAMPLE PROFESSIONAL SERVICES FEE

$24,850

Relocation management $14,500
Furnishing & styling $10,350

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

WHAT YOU RECEIVE

A fully coordinated relocation and newly furnished office, thoughtfully selected and styled for your team.

- **Your team's time back.**
  I manage movers, vendors, orders and installation.
- **Fewer costly surprises.**
  Coordinated planning helps limit delays and missteps.
- **A cohesive, ready-to-use office.**
  Furniture and decor are sourced; setup and styling are overseen.

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	**$1,500**
Moving company and transportation	**$2,500**
Unpacking and placement of retained items	**$750**
Professional furniture assembly and installation	**$12,750**
New furniture, lighting, artwork and decor	**$50,000**
Packing materials and supplies	**$500**
IT equipment move / reconnection (IT vendor)	**$1,500**
Freight and delivery of new purchases	**$3,500**
Old furniture disposal / recycling	**$4,000**
Installation equipment, packaging disposal and return visits	**$2,500**
Third-party subtotal	**$79,500**
Contingency allowance (10% of third-party costs)	$7,950

ILLUSTRATIVE TOTAL PROJECT BUDGET **$112,300**

WHY I SHARE THIS ESTIMATE

Most businesses have never budgeted for an office move or a complete furnishing project. 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.