OFFICE RELOCATION / SCENARIO 01

RELOCATE

Moving offices but happy with what you already have?

Love your furniture? Need a new address?

I coordinate your move and help your team settle into a functional office - without a redesign.

EXAMPLE RELOCATION MANAGEMENT FEE

$14,500

Fixed for the agreed scope

20 people / 4,500 sq. ft.

Actual fee quoted per project

WHAT YOU RECEIVE

A professionally coordinated move that saves your team time, reduces disruption and helps avoid costly mistakes.

- **Your team's time back.**
  No need to pull employees away from their regular work to manage the move.
- **Less downtime and fewer surprises.**
  Planning and vendor coordination help keep the move on schedule and within budget.
- **One point of contact, start to finish.**
  I coordinate movers, building logistics, installation and final setup.

You run your business. I'll focus on getting it moved.

ESTIMATED THIRD-PARTY PROJECT EXPENSES

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

Professional packing crew	**$3,000**
Moving company and transportation	**$6,000**
Unpacking and furniture placement	**$2,000**
Existing furniture reassembly / minor installation	**$4,000**
1-2 supplemental furniture pieces	**$1,500**
Packing materials and supplies	**$750**
IT equipment move / reconnection (IT vendor)	**$1,500**
Delivery of new purchases	**$300**
Old furniture disposal / recycling	**$0**
Third-party subtotal	**$19,050**
Contingency allowance (10% of third-party costs)	$1,905
ILLUSTRATIVE TOTAL PROJECT BUDGET	**$35,455**

WHY I SHARE THIS ESTIMATE

Most businesses have never budgeted for an office move. I provide this example to help you anticipate the full cost, plan ahead and make informed decisions.

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