

Your Checklist

to hiring a team of Relocation Specialists

Relocate without disruption

Relocating a company is no easy task. If you're not careful in the beginning, you may be setting yourself up for disaster in the end. A **professional** relocation team, like **300 Decisions**, can make the **transition easier** on both your company and your employees. Assure your **company's success** by partnering with the right relocation team who **understands** your business and needs.

	300 Decisions	Vendor B	Internal
1. Cost: <i>Stay on budget</i> Can the company save money on the physical moving costs with leveraged buying power? By the end of the move, can you be sure you won't be having an "out of money" experience? Have possible hidden charges and costs been reviewed and added to the budget? Are you working with relocation magicians who will save you an arm and a leg?	yes ✓		
	yes ✓		
2. Strategy: <i>Plan ahead</i> Is your step by step timeline so detailed that you have difficulty functioning without it? Will traffic routes and events be thoroughly monitored and checked? Have you received move drawings to assist with each move phase and employee move? If you lose your CEO's original Pablo Picasso painting do you have experts to track it down? Is a plan to assist in the clean-up of all unnecessary records and supplies in order?	yes ✓		
	yes ✓		

Notes:

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3. **Communication:** *Stay in touch*

Is a detailed and visual communication strategy provided for your internal staff?

yes ✓

Will your employees be informed about what to do during an emergency?

yes ✓

Will employees be offered culture orientation programs to reduce anxiety?

yes ✓

Who's orchestrating? Will you have one, five, ten, or twenty different touch-points to facilitate ?

one ✓

If Jane gets lost in a pub across town, do you know someone who can activate her microchip?

yes ✓

Notes:

4. **Execution:** *Finish strong*

Are you working with a team who is compatible with your company and employees?

yes ✓

Will internal and external participants of the relocation be integrated & managed seamlessly?

yes ✓

Will on-site resources be present for the physical relocation to ensure correct proceedings?

yes ✓

Are your boss and employees so happy with your relocation decision they throw you a party?

most likely ✓

Are you working with a select team who has experience moving over 200 employees or more?

yes ✓

Notes:

Is the physical move important? Of course! But even more important are the activities that lead up to the move: the business transition issues. Making sure we capture these critical factors is the essence of what we do. We take joy in developing and executing a detailed and organized plan. Nothing is more important than our client saying "We could not have done this without you!"