

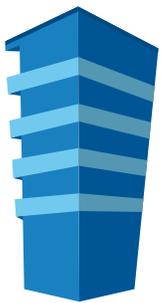
# Business Relocation 101

Valuable tips to get you started!

**So Your Company is Relocating.** Have you considered the lengthy process, the planning, the pitfalls? Great relocation planning has the power to change your organization's history. So before you make 300 decisions, make the single best decision you can and hire a team of professionals.

6

## Most common reasons a company chooses to relocate:



- Expansion & growth
- Consolidating offices
- Lease renewal or expiration
- Tax advantages
- Mergers & acquisitions
- Reorganization for efficiency

Companies relocate overseas, long distance, and regionally, but nearly

80%

of all moves are local



On average a company relocates once every 10 years.



Nearly **2/3** of project managers who do not hire a relocation team quit or are terminated from employment



**Detailed Planning:** Most people focus on the relocation activities too late, causing a chaotic and stressful situation. Understanding the hundreds of tasks that you're responsible for - and the special challenges related to your particular business - is what we do best!

Carefully identify the best timing and schedule to provide the best results for your business

### 6 Months:

- Complete inventory of all items being moved
- Order new furniture, fixtures, & equipment
- Develop communications plan & timeline

### 3 Months:

- Confirm timing & scope for technology needs
- Review move plan & change of address
- Identify & procure move support personnel (IT, Telecom, Furniture, Mover, Security, Facilities)

Relocation is

10%  
Moving

90%  
Strategy & Planning





### 1 Month:

- Coordinate building access, logistics & safety
- Review timeline & packing responsibilities
- Finalize move logistics with support personnel

### 1 Week:

- Complete facility readiness checklist
- Begin packing & labeling activities
- Post move placards, drawings & room layouts



**Savings:** We have a track record of saving at least 25% of the hard costs involved in relocation. We have a more appealing fee structure than corporate firms that have much more overhead. Who can actually put a price on a very successful relocation with no down time?

## Top 4

### costs of relocation:

- Construction
- Furniture/ Fixtures
- Loss of Customers
- Technology



The average cost to relocate

**300**  
employees  
is **\$50,000**



## CUT 3 costs in easy ways

1. Have an efficient plan with responsibilities
2. Negotiated vendor cost
3. Maintain employee productivity & morale



The **#1** way to save is by eliminating unnecessary items

- Out-of-date materials
- Records that could be stored off-site
- Office supplies: folders, old stationery, etc.

**Communication:** Every project is unique. That's what makes our work so interesting & challenging. But let's face it - people don't like change. We devise & create a communication plan to make it easier for the staff to know what to expect. No surprises equals less stress.

## Top 3 stressors in life are:



- Weddings
- Funerals
- Moving

Consider your employees' new environment

Where's my new office?

Where do we eat?

Assign numbers to all cabinets and ensure they are properly labeled

#52

Company Records



Stress  
reduces  
productivity

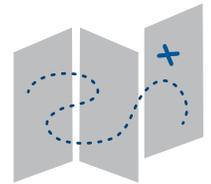


Is the  
area safe?

Where do  
I park?



Hand out  
detailed maps  
to help orient  
employees



**A Job Well-Done:** Our Relocation Specialists work as change agents, making a difference in developing a thought out and perfectly executed plan. We stand by our commitments and accept responsibility for excellent delivery of services. Simply put, we do what we say we are going to do.

Always have a

~~Plan A:~~ **Plan B:**

If there's an elephant on the loose blocking traffic during moving day, do you have an alternative route?



Have an  
emergency  
plan



Be prepared for unexpected incidents that are certain to happen

**Stay organized!**

Ensure activities are proceeding according to plan and items are where they should be



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!"

**You can make 300 Decisions or make just 1: Call Us!**

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