

MOVE COORDINATION



initial planning



contingency planning



insurance needs



invoicing & budgeting



janitorial



operations

WHAT TO EXPECT WHEN YOU'RE MOVING AN OFFICE

A new office move can be very exciting, but also very time consuming. Our experienced team is here to expand your bench, allowing you to focus on your core business. We obtain and assign the necessary resources, coordinate all the relevant parties, and manage the process from start to finish. Below is a snapshot of some critical move decisions and when you may want to engage with a strategic partner.

When to engage a Trusted Partner



**AV, IT,
CABLING**

16 weeks

*prior to desired
occupancy date*



SECURITY

14 weeks

*prior to desired
occupancy date*



FURNITURE

12 weeks

*prior to desired
occupancy date*



BRANDING

8 weeks

*prior to desired
occupancy date*

Our PDS Team Supports Clients Through Each Step Of The Move Process

PROVEN RESULTS **Compare.com | Richmond, VA | 26,000 SF**

PROJECT NEED:

- » Comprehensive move coordination for Compare.com, inclusive of furniture relocation to temporary storage and disposal

THALHIMER APPROACH:

- » Acted as the key point of contact throughout move process
- » Facilitated the sale of select furniture to a used furniture dealer
- » Awarded a mover through a competitive bid process
- » Communicated and coordinated on behalf of Compare.com with movers and all other vendors (Landlord, IT, AV, Security, Furniture)

RESULTS ACHIEVED:

- » Achieved cost savings through furniture resale
- » Secured a competitive monthly storage rate
- » Completed all move coordination within the escalated timeline of 3 weeks



THALHIMER

CONTACT US TO LEARN MORE

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