

Keep Your Move on *Track*.



7 Tips for Finding the Right Commercial Moving Company

WAKEFIELD
MOVING & STORAGE

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Your company has decided to relocate.

Helping your business relocate is now a top item on your to-do list for the next few months. You know that the process is likely to affect your overall work environment, specific departments and employees at all levels. You need to consider the CEO or executive who is concerned with maintaining productivity and workflow; members of the relocation team who want to simplify the process; and employees who worry that the move will be stressful or unpleasant.

After choosing where to relocate, perhaps the most important decision is which commercial moving company to use. Moving companies are not necessarily created equal, and picking the wrong one can be a big and costly problem. Here are helpful tips for finding a mover that will make your relocation a success.

Tip #1

Ballpark Your Budget

Before you even start the budgeting process you'll want to nail down the basics; When do you need to move out, what will be moved, what is the space like in your current and new locations and what will need to be installed in your new space. With this information in hand, you're ready to outline a comprehensive set of moving costs. Prepare a "scope of work" that identifies what services you'll need before, during and after the move. While you can select a vendor for each service area, it's increasingly popular to opt for a "one-stop" relocation company that bundles a range of services into a single contract. This often reduces logistical complexities, moving stress and overall costs. Finally, any reputable mover will provide a free, no-obligation estimate for the project and do a walk-through to understand what the job entails.

BALLPARK THE COST OF:

- Packing your office
- Trucks and transportation
- Temporary storage
- Insurance
- Computer system installation
- Telecommunications installation
- Space configuration
- Disposal of unwanted items

Tip #2

Research Service Quality

Corporate relocation is a complicated process in which cost is not the only consideration. What two movers provide may look the same on paper, but how they work with you makes a world of difference. The SERVE model can help you think about which company will deliver the best overall experience.

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The SERVE model

Service Quality: Your mover takes the time to understand your company's unique needs and priorities. They are experienced and well trained, are available to answer questions clearly and keep you informed.

Efficiency: High-quality movers will help your relocation team plan logistics, stay on track and minimize disruption. Be confident that your mover can offer sensible recommendations.

Reliability: Carefully check your company's reputation, background and track record. Talk to several reference companies that are similar to yours. Verify industry licensing, insurance and certifications. Do Google searches and look up Yelp reviews.

Value: The best value is not the lowest price; it's the quality you receive for the price that you pay. Compare what you have found out about each mover, anticipate how each mover will perform and match it against your requirements and budget.

Expertise: No matter what your industry, the moving company's employees should have the training and expertise to move both general office technology and specialized industry-related assets. Ask if the mover is contracting out any of the services they will be providing. You'll want to check them out as well.

Tip #3

Know Your Service Options

Determine what service options you need. Does your IT staff need help installing personal computers, office equipment, or telecommunications systems? Do you want a moving company who can support your sustainability program or charitable efforts? Do you need a mover with industry-specific expertise to pack delicate equipment? On this last point, ask the mover for industry references who can verify their performance.

Tip #4

Pack Efficiently and Store Assets Safely

The packing process can seriously stress out your employees and affect their work. Ask movers how they will coordinate with your in-house project manager and what instructions they will provide for your employees. If your furniture or other equipment will need to be stored while the new space is being completed, find out about the mover's warehousing facilities. What kind of security does it have? Will the conditions meet the requirements of your valuable assets? What about oversize items? If they don't have their own warehouse, find out if they work with a reputable company that does.

Tip #5

Get the Right Coverage

Carefully determine the value of your property and the extent of liability you are prepare to assume. Prepare to have an extensive discussion with potential movers about levels of coverage, eligibility requirements, liability and methods of damage resolution they offer. Finally, ask the mover for a Certificate of Insurance, which provides you with important protection against property damage and/or workers' compensation claims.

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Tip #6

Understand What You're Paying For

It's important to get a realistic quote so that you're not bowled over by unexpected charges. Without a doubt, your first priorities are for the mover to lock in your move date, guarantee the maximum cost and provide options for payment terms. Then ask how the company sets pricing, such as by square footage or what assets are being moved. Beware of hidden charges, such as handling bulky items or moving on a weekend. Also find out about their cancellation and postponement policies.

Each quote you receive should provide an objective, realistic range of fees. You can look at total costs, as well as a break-down of each element. If there's anything that's unclear, ask up front. Finally, as you compare the quotes you've received, watch for outliers and don't fall for pricing that is too good to be true.

Tip #7

Require a Detailed Action Plan

Require each mover you are considering to submit a detailed action plan along with their cost estimate. This will lay out important logistical information, a schedule of major milestones and other helpful guidelines for your internal relocation team. Find out what other types of support they provide, such as a project manager that will be your single point of contact. Most important, ask yourself if they can be trusted to do as they say and provide a high level of service quality.

Making a successful transition is important to your business, so don't settle. Take these steps and you're on your way to finding the mover who can best help you meet your objectives: To minimize disruption, simplify the process and create a new workspace that is ideal for your company.

Most important, don't skimp on high quality services. Use the "SERVE" model to find a relocation partner that will keep you moving until you are securely established in your new home.



Wakefield Moving & Storage, a full-service commercial and residential moving company, can help you avoid the pitfalls of relocating your business and provide the service you deserve. Call today for your free, no obligation quote.