



Blue Hawk House, A1 Manor Way Business Park,
Manor Way, Swanscombe,
Dartford, Kent DA10 0PP England
T: 01322 386969 F: 01322 383467
E: enquiries@simpsons-uk.com

www.simpsons-uk.com

Simpsons Business Relocations is a trading style of Simpsons Removals & Storage Ltd
Simpsons Removals & Storage Ltd is authorised and regulated by the Financial Conduct Authority



COMMERCIAL RELOCATION GUIDE

PLANNING, RISK ASSESSMENT
AND PROJECT MANAGEMENT



Choosing the right company to handle your office or business relocation is vital to ensure your move is carried out successfully.

Part of the selection process should focus on the level of input required of your removal company; your circumstances may require that the move is project managed, or, maybe you would prefer just to know that a team of professional movers are going to arrive and carry out everything smoothly and efficiently for you on the day of the removal.

At Simpsons we have a track record of handling all types of commercial removal, from a single office to an entire blue chip HQ and, as with any major undertaking, the detail is all in the planning. Carrying out a thorough risk assessment is also paramount to ensure the safety of our team and any of your staff that may be on site throughout the moving process.

All of this is standard procedure for an experienced company such as ours and forms part of our quality accreditation to BS8522:2009 for commercial moves and BS8564:2011 for overseas removals as well as being a member of the British Association of Removers (BAR).

WE AIM FOR ZERO DISRUPTION
TO YOUR BUSINESS



Membership No.
5092



APPROVED CODE
TRADINGSTANDARDS.GOV.UK



QUALITY ASSURED
BS 8564



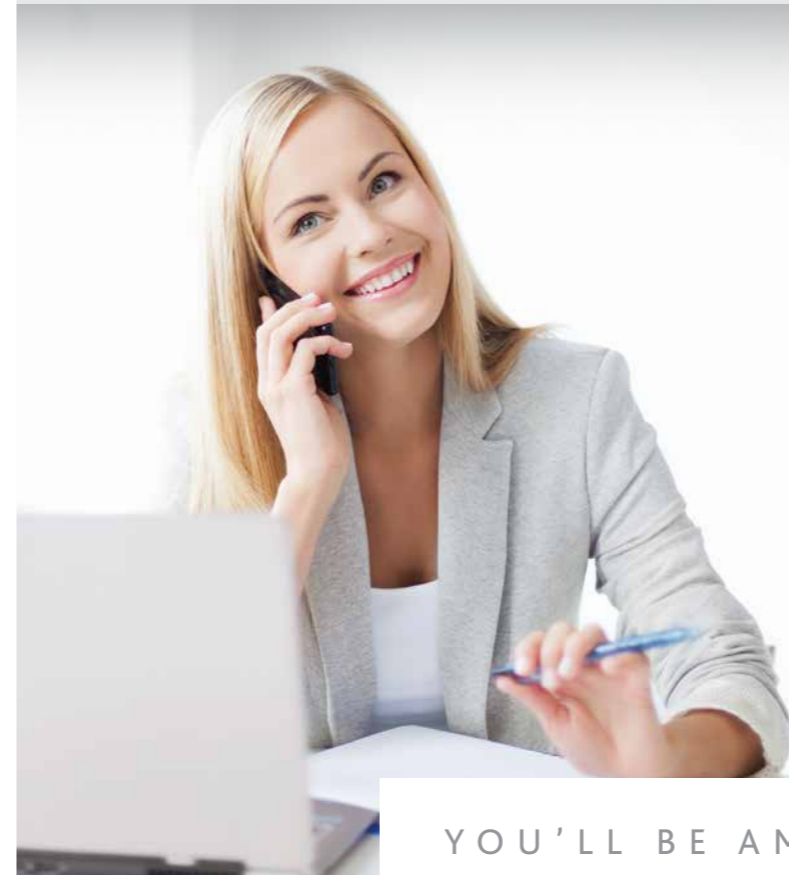
QUALITY ASSURED
BS 8522

WHAT DO YOU NEED ?



Our commercial estimators will discuss your precise requirements with you and the key members of your team to ensure that the quote we provide is tailored to your specific requirements, incorporating everything you've asked us for.

We can provide you with crates, archive storage boxes; the dismantling and re-assembly of desks and other office furniture; decommissioning of IT equipment, placing the equipment into anti-static bags and then packing into crates; PAT testing of computers and other electrical equipment; lift protectors, floor and door protectors; professional crews and clean vehicles of all sizes to keep the disruption to your business to an absolute minimum. The estimator will ensure we have all of the information you provide him with including photos of the access and egress points, balconies, lifts or any other area where extra care will need to be exercised. If an external hoist or crane is required for heavy lift items such as safes or network servers; if a parking permit or suspension is required, or, access is only permitted outside of normal business hours, we can include these elements too so that our quotation is truly comprehensive and covers all your needs whilst also making sure we incorporate all relevant health and safety considerations that may arise.



YOU'LL BE AMAZED AT HOW PAINLESS THE PROCESS CAN BE

RELOCATION OVERVIEW

