

“Working Together To Achieve Your Strategic Goals”

Meridian Relocation Services is a full-service business relocation management firm with a specialty in serving the association community. Our services will save you time, money and unneeded frustration when moving your office and staff to a new location, whether across the country or just down the street.

Let Meridian manage the details of your relocation, expansion or new office set-up to ensure a smooth transition to the new facility, allowing staff members to remain productive. Meridian offers comprehensive services -- from initial assessment, to planning the move, to destination logistics, to the seamless transfer of your staffing needs and customer service capabilities. Meridian provides:

- Minimized disruption to customer service and daily operations
- Executive strategies and support for top-line results.
- Customized service to meet your unique needs
- Cost savings through in-depth marketplace knowledge
- Time efficiency through superior planning and execution
- Access to vendor analysis reports and a comprehensive vendor database

Organizations and companies in need of superior quality relocation services that maximize efficiency, experience and cost-savings turn to Meridian Relocation Services.

CLIENT SERVICES

RELOCATION COUNSELING

› Advisory services for business relocation, expansion and new office set-up

Obtain guidance and access to critical resources through individual counseling to help you assess, plan or manage a relocation or start-up.

FEASIBILITY AND NEEDS ASSESSMENT

› Feasibility studies

Determine the impact and implications of an office move or start-up by conducting a feasibility study, which includes a cost-benefits analysis, needs determination and a scheduling overview specific to your situation. This study will give you an understanding of your relocation strengths and identify challenges and solutions.

› Budget development

Determine the financial implications associated with an office transition or start-up by developing a detailed budget, which includes one-time expenses plus ongoing operating costs.

› Facilities and inventory assessment

Assess your current infrastructure, systems and inventories to determine your relocation needs and requirements.

› Staffing work plans

Assess your current and future staffing needs, while analyzing options for staff transfers, severance and new staff recruitment.

RELOCATION PLANNING

› Schedules and timelines

Prepare a master schedule and project-specific timelines, which outline tasks, individuals responsible for each item and deadlines. The schedules are an important planning tool that become coordinating documents for the relocation.

› Budget preparation

Determine the comprehensive costs associated with the move, including one-time relocation expenses and ongoing operating costs. The budget is critical for effective planning and cost containment throughout the process.

› Employee policies and benchmarking

Determine your options for transferring employees to the new location, offering severance packages and hiring additional staff for the new location.

› Facilities planning

Determine how your new office will function by planning infrastructure, systems and general operations, such as a computer network, telephone system and business machines.

› Space planning

Determine your office space needs in terms of size, layout and aesthetics. Obtain a general market overview of space availability.

› Communications plan

Create action plans to guide internal and external communications, such as staff coordination, marketing opportunities and updating collateral materials to reflect the new office identity.

PROCESS MANAGEMENT AND COORDINATION

› Logistics Management

Manage relocation logistics as the single point of contact for the effort, which streamlines the process for greater efficiency.

› Scheduling and task management

Design schedules of duties and deadlines to track progress and manage tasks.

› Site surveys

Survey marketplace for available properties and conduct site visits for presentation of best available.

› Move management and coordination

Coordinate move logistics and work with movers and building management to comply with regulations and insurance requirements.

› Destination liaison services

Serve as the onsite liaison for coordinating duties, receiving items and handling set-up logistics at the new site.

› Budgeting and cost management

Create a budget that includes one-time relocation costs and annual operating expenses at the new facility. Manage expenses throughout the process to ensure cost containment.

› Vendor analysis

Gain access to Meridian's comprehensive database to identify suppliers for products and services. Create request for proposals for each product/service, as well as analysis reports to assess value and quality of vendors for products/services.

› **Coordination of employee transfers**

Coordinate and assist transferring staff members with their relocation needs and provide destination resources.

› **Staff recruitment**

Assess, identify and pre-screen high-quality job candidates for available positions.

› **Transfer of data systems and telecommunications**

Manage the process of transferring or acquiring the computer network, work stations and the office telephone system. Oversee wiring, cabling and phone/high-speed line ordering and installation.

› **Furniture management**

Manage the transfer or acquisition of office furniture, utilizing new and used items. Oversee delivery process and installation.

› **Communications coordination**

Oversee internal and external communications, including staff coordination of information, marketing efforts, updating collateral materials and web site to reflect the new office identity.

› **Establish business and financial services**

Transfer or establish business and financial services to ensure uninterrupted operations, such including payroll, A/R, A/P and acquisition of business permits and licenses.

› **Transfer of business machines & equipment**

Ensure the smooth transfer or acquisition of copiers, fax machines, postage machines and other business equipment.

› **Storage and filing inventories**

Determine inventory of items at office and storage units, and coordinate the transfer to the new location.

BRIEFINGS AND PRESENTATIONS

› **Staff briefings**

Present relocation updates, coordinate staff involvement and information flow, and track progress to help boost staff productivity and morale.

› **Board presentations and briefings**

Present assessments and updates on relocation viability, process and progress.