Portal
We think business,
not buildings

The Portal Guide to
Office Relocation...

Moving offices can be a major drain on your resources. In fact a re-location can have a serious impact on your business performance as attention is diverted away from your key commercial activity.

Let's review what it takes…..

1 What type of property do you need?

- Location: close to existing facility, transportation, parking, in a city, or on a business park?
- Footprint: do you need a dedicated space, an entire floor or an entire building?
- Size: how many seats, and what sq. ft. is required to efficiently meet your requirements (now and 5 years into the future)?
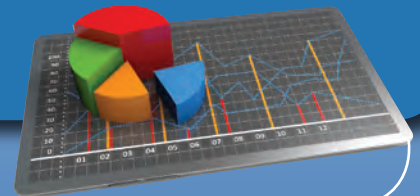
2 What is your timeframe?

- When do you have to move by, and how long will the re-location process take?

3 What is your budget?

- Have you accounted for all the costs involved including fit out costs, legal charges, dilapidation and contingency budgets?

4 Will you lease, buy or rent?

- Are you aware of all the property strategies available to your organisation?

5 Who will plan the move and manage the project?

- Do you have the necessary expertise in-house to deliver the project or will you require a range of external consultants?
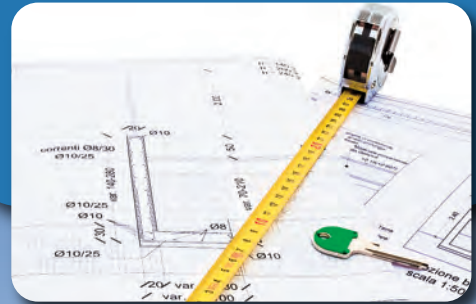
6 **Do you have an in-house legal team?**

• Who will manage property negotiations and also provide expert legal support?

7 **Who will undertake the fit-out and ensure the environment reflects your operational needs and your corporate culture?**

8 **Who will select and purchase the furniture and internal fittings?**

9 **Who will procure and manage the on-going services such as cleaning, security and maintenance?**

10 **Who will be responsible for ensuring you meet all the health & safety and mandatory environmental requirements?**

11 **Once you are in, who will provide the on-going management so you can focus on your business?**

Portal deliver a unique, proven and cost-effective solution that aligns property to business needs. It provides a fully managed property and infrastructure solution configured to meet an organisation's exact requirements, at a location of their choice.

To find out more please visit www.portalgroup.uk.com or call 0207 495 5672 info@portalgroup.uk.com

Portal
We think business, not buildings