

# Business relocations



***"Time is money. We need our goods in just the right place at just the right time."***



***Keys Bros offers a sophisticated solution to the diverse transport and storage needs of business.***

***Our experience in office removals and moving freight sensitive equipment, makes us the first choice for small and large corporations alike.***

## **Business Relocation Specialists**

Keys Bros has forged long-term relationships with many dynamic clients, ranging from large corporations to small and medium-sized businesses. Our expertise in handling assets and contributing, at a strategic level, to their care and storage is second to none.

We assist companies to efficiently manage inventories of furniture, equipment, art works, archives, display materials and much more. When space is at a premium, we can advise on the best options for storing and managing company assets in a cost-effective way. Seasonal requirements and fluctuating staff levels, for example, may demand off-site storage and routine delivery of excess goods and equipment.

Keys Bros has an impressive track record on major projects such as the refurbishment of schools, hospitals, hotels, tertiary institutions and corporate offices. We plan and manage the logistics of moving including the assembly of furniture and fittings, workstation configuration and disposal of surplus furniture and equipment.

Our people appreciate the need for prompt and responsive solutions leaving you free to get on with the job!

No move is too large or small, including internal office moves for re configuration purposes.

Our proposal and movement plan will include:

- Conducting a Pre removal walk through survey to quantify the packing and removal needs.
- Capturing of all other information critical to relocation program development.
- Process of cost estimate or quotation.
- Presentation of Keys Bros Removals relocation proposal.
- Immediately upon acceptance commence movement planning.
  - Set up task group
  - Confirm dates
  - Develop move plan
  - Liaise with other trades
  - Prepare floor plan layout
  - Briefing staff on removal procedure
  - Arrange parking, lifts and building access
  - Preparation pre packing and dismantling
  - Implement move
  - Placement per floor plan layout
  - Set up and unpack workstations
  - Walkthrough final check
  - Removal of packing debris
  - Follow up debrief quality check



### **Keys Bros Removals & Storage**

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