

## MFX RELOCATIONS

MFX Relocations is our specialist re-location division and can undertake any type of commercial move but also undertakes specialist moves which includes:-

- Specialist IT relocations (Data Centres, Disaster Recovery Sites, Trading floors)
- IT Logistics and transport
- Desktop relocations
- Furniture changes and installs
- Office moves and changes



For initial discussions call 01322 424573

Or email [sales@microfix.co.uk](mailto:sales@microfix.co.uk)

[www.microfix.co.uk/relocations](http://www.microfix.co.uk/relocations)

### Move Planning and Project Management

Large office relocations and on-going churn are often difficult to manage without specialist move management expertise. We can provide you with a dedicated relocation project manager, to set up and coordinate the planning process.

They will manage as much or as little of your on-going moves and changes requirement as you desire.

Some tasks that could be carried out by one of our Project Managers include the following:

- attendance and organising relocation planning meetings
- coordinate small internal moves
- File and furniture audits
- support IT helpdesk
- support the Facilities department planning larger moves
- update floor plans, CAD drawings and asset database following move activity
- provide post-move support coordination auditing/change control services

The skill to a smooth, painless and successful relocation is all the planning. Get this bit right and you will have few worries.



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