

YOUR UPCOMING OFFICE MOVE

Guide and Tips by ASI Movers



The guide to a **peaceful relocation**

Moving office should be swift and disruption-free.

Our goal:

To provide you with a simple **step-by-step guide** as well as useful advices so you can envision your upcoming office move with a complete peace of mind thanks to our **15 years of expertise**.



WHO ARE WE?

ASI Movers is a China-born international relocation company providing moving solutions for global individuals, families, and businesses alike.

- **Who are we?** A multicultural team of relocation specialists strong of decade-long expertise.

- **What do we do?** We provide high-quality, tailor-made moving solutions and the know-how of a dedicated team to guarantee your peace of mind!

- **Our vision of relocation?** Built-to-suit services and a customer-first mindset.

- **How?** Thanks to our tailor-made solutions, wide array of value-added services, and worldwide network.



YOUR 7-STEP MOVING PROCESS

1. SURVEY

2. QUOTATION

3. PLANNING

4. PACKING

5. LABELING

6. TRANSPORT

7. DELIVERY

8. SET-UP

- 1. Initial Consultation & Assessment:** A dedicated relocation agent conducts in-depth consultations to understand the company's operations, timelines, specific requirements, the volume and type of items that will be moved and identify any fragile or sensitive elements needing special care. This step ensures a personalized relocation plan, tailored precisely to your organization's needs.
- 2. Quotation:** ASI Movers provides a detailed, tailored quotation based on the assessment and our discussions, ensuring transparency in pricing and a project that reflects your needs and priorities.
- 3. Planning:** In case of an office move, collaborative planning takes center stage. ASI Movers works closely with your team to design a comprehensive solutions. This involves scheduling per department, aligning with your business' activities, safeguarding sensitive data and items, and minimizing disruption during the moving process.
- 4. Provision of Packing Materials:** ASI Movers supplies packing materials in advance, allowing employees to start sorting and packing their belongings as per their preferences. This proactive approach allows for a smooth transition to the new office.
- 5. Expert Packing & Labeling:** Our experienced teams take charge of professional packing, securing and labeling items. Each item, furniture piece, and electronic device receives a unique label indicating its designated location in the new office. This meticulous labeling system ensures a hassle-free unpacking process, minimizing disruptions and expediting the settling-in period.
- 6. Safe Transportation:** ASI Movers employs specialized vehicles and equipment, adhering to stringent safety standards for the secure transportation of packed items to the new location.
- 7. Careful Unloading & Delivery:** Our teams handle the unloading process with the utmost care, ensuring the items are ready for immediate use by your team.
- 8. Precise Set-Up:** Each item is placed and installed according to your specifications, facilitating a seamless transition for the company's operations.

