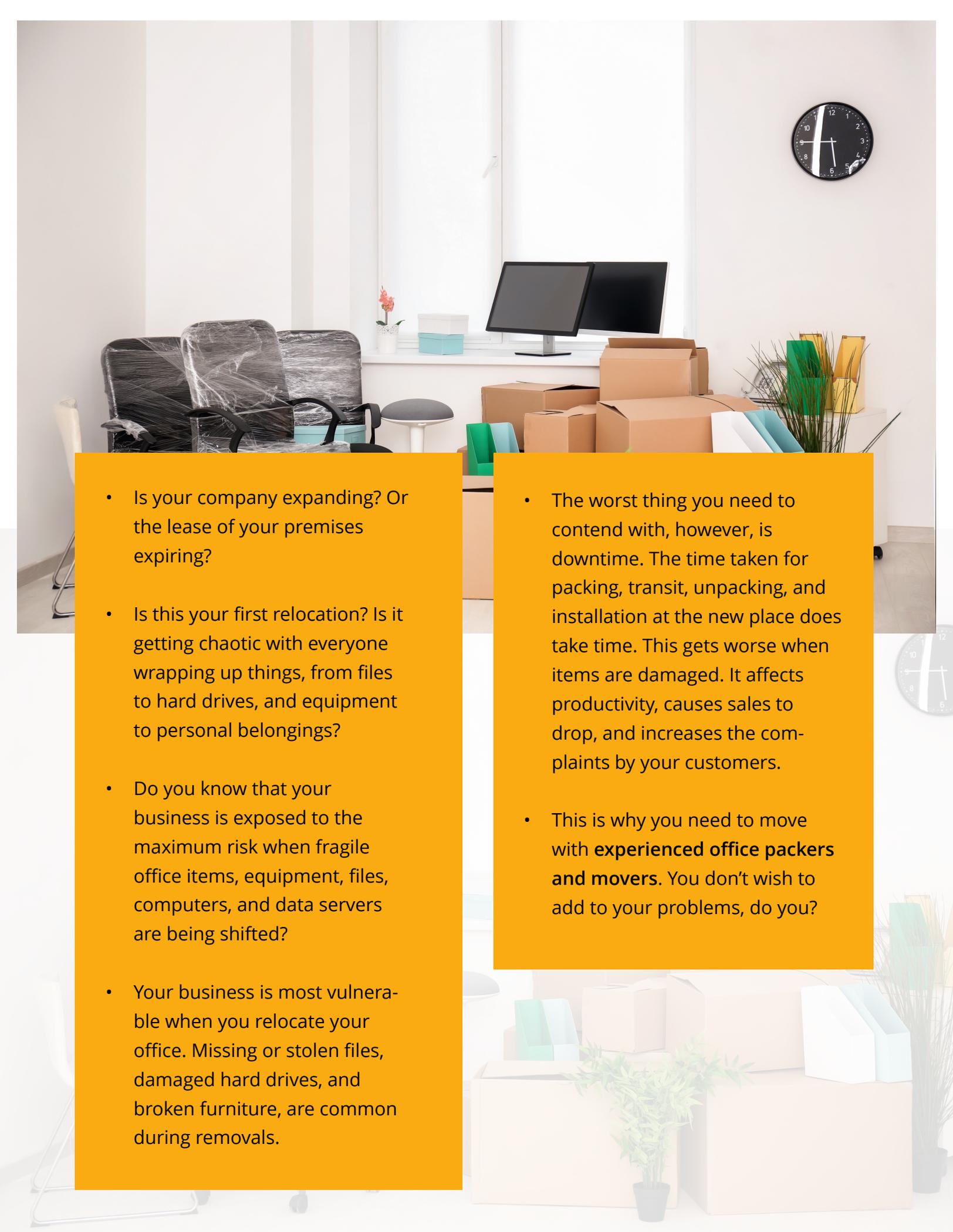




WRITER
RELOCATIONS

Office moves made
Safe and Easy



- 
- Is your company expanding? Or the lease of your premises expiring?
 - Is this your first relocation? Is it getting chaotic with everyone wrapping up things, from files to hard drives, and equipment to personal belongings?
 - Do you know that your business is exposed to the maximum risk when fragile office items, equipment, files, computers, and data servers are being shifted?
 - Your business is most vulnerable when you relocate your office. Missing or stolen files, damaged hard drives, and broken furniture, are common during removals.

- The worst thing you need to contend with, however, is downtime. The time taken for packing, transit, unpacking, and installation at the new place does take time. This gets worse when items are damaged. It affects productivity, causes sales to drop, and increases the complaints by your customers.
- This is why you need to move with **experienced office packers and movers**. You don't wish to add to your problems, do you?



Choose the right office moving expert.

No move is too big or small for us. So whether you're a small start-up or a multinational company, you can rest assured that your move will be smooth and stress-free with [Writer Relocations](#).

Writer Relocations has moved customers like you in the past.

Case Study



Writer Relocations has been moving the household articles of Hindustan Lever's senior executives coming into and going out of India, for over 40 years.

Based on the sterling past record, Hindustan Lever assigned Writer Relocations the task of shifting their offices and equipment into their new campus at Andheri East.

1700 people had to be moved from 5-6 different office clusters into a single new office.

To undertake this challenge, two separate teams were formed at Writer Relocations. One team was put together to manage the emotional impact of the move on the staff at Hindustan Lever. The second was to move the physical equipment, furniture, and documents.

The caring team ensured that the shift happened mentally as well as physically for the Hindustan Lever staff.

The team at Writer Relocations organised a weekend tour of the new facility, and created several pieces of ongoing communications which shared lots of information about the new facility. The result: this gained commitment from the Hindustan Lever staff being shifted, and also buy-ins from their families.

The moving team had to plan meticulously for the relocation. Items from 6 offices had to be packed, moved, unpacked, and arranged at the new office. The objective was that the disruption be minimal and efficiency of the staff optimal.

The entire project was started 8 weeks in advance of the move and was completed on time.

This was probably one of the largest office moves in the country and was executed with zero impact on the business.

Office Moves FAQ's

Moving office to a new location is a massive step for any organisation. Before trusting any relocation agency to look after this, it is natural to have questions about how they plan to execute the move.

Here are some FAQ's answered by Office Move Experts at Writer Relocations.

1. Can you move modular office furniture?

Yes. Writer Relocations has trained professionals that know how to dismantle and rearrange all sorts of office furniture. We will dismantle, pack and crate the furniture carefully and also store the nuts and bolts safely during transit. We can handle both big and small moves with ease.

2. Can you install our electronics too?

Yes. We also have a team of trained individuals who can dismantle and reassemble computers during the move. When you move into your new office, it will be up and running.

3. What are the safety measures you take during the transport?

Rest assured that the highest safety measures are in place for your equipment and machinery when you move with Writer Relocations.



After all, we have the experience of executing over 15000 moves each year, for families, executives and CEOs. These include moves within India as well as international moves.

We have successfully moved homes, restaurants, hotels, machinery and equipment, art and heirloom, and entire offices to their new locations for 63 years now.

For each of these situations, the packing, transport and storage needs are different.

Our experienced move advisors will explain to you in detail about the safety when packing and transporting your equipment and furniture.



4. Do we need to buy insurance for the move?

Yes. We know that the machines and other office furniture that you want moved are expensive and so we highly recommend that you opt for the most suitable insurance depending on the size of your shipment.

Also, in case there is any damage to any items while transportation, the insurance will help you replace it immediately, without wasting any of your business hours. The experts at Writer Relocations will guide you through the insurance process.

5. Do you provide storage facilities?

Yes. In case the lease of your current office has already ended and your new office is still being decorated, we can help arrange a short-term storage facility to store the shipment for a few days. We also provide long-term storage solutions. You can talk to an expert from Writer Relocations.



6. Will someone supervise the move?

Writer Relocations has a process laid down that we follow to the T. We have supervisors present throughout the moving process. Even after the vehicle is loaded and on the road, our supervisors are constantly tracking it and are in touch with the driver.

7. Can I send someone from my office along with the shipment?

Usually, we do not require anyone from the client's side to accompany the shipment. We have professional drivers and helpers who ensure that your shipment is delivered on time and in perfect condition. However, on request from the client, we can allow one person to accompany the shipment.

8. How do I track my shipment?

Writer Relocations will assign you a dedicated experienced move advisor right from the beginning, who will be the one-stop contact for all your queries. You can get an instant update about your shipment from him/her at any time. We will also provide your tracking details that you can use to track your shipment online.

9. How much time does it take to move an entire office?

We understand that time is of the essence when you are moving a business to a new address. Our specialists simplify the process to ensure near-zero business downtime. You can rely on us for a comfortable transition of your assets and employees.

Read what people like you say about packing and moving with Writer Relocations.

"We have been using Writer Relocations for handling our artworks that include art and museum objects.

Their experience is extremely good, precise, responsible and reliable, and I would recommend their services to other companies, art fairs, looking for a shipping company or anyone looking for the reliable and service oriented shipping company."

—Raymond Limited

"The Writer Relocations team completed more than 2,25,000 man hours of work with Shell, without any major incident, or loss of time.

They also met the agreed timelines in each phase. During the whole move with Shell, chemicals and equipment worth millions of dollars were moved. They covered more than 25,000 kms across two sites of Shell."

—Dharmesh Kumar, Shell



About Writer Relocations

Writer Relocations started as a Mumbai-based packing and moving company in 1953.

60+ years later, we're India's premier moving company handling all types of moves - local relocations, commercial moves, office relocations, and international removals.

500,000 people have trusted us to pack and move their house, office, hotel, restaurant, plant, and machinery.

We are delighted to serve executives, families, and CEOs, all over the world. For the relocation services we provide, we have won 12 acclaimed awards - 10 from Cartus and 2 from Weichert.

We are accredited with the best moving associations, known for their international service quality standards, globally. This means that you can rest assured when you do business with Writer Relocations. What's more, we're part of a group that's a leader in all its businesses.

Come, move with Writer Relocations.

750
experts

in 13 offices.

360
partners

in 190 countries.

All to take good care of your move. With 13 offices across India, the Middle East, and Singapore, we can move you with flair anywhere. With 360 partners in 190 countries worldwide, we have your move covered from anywhere across the world into India. Or from India to anywhere else. Why would you move with less?

[Get your FREE move quote](#)



You might also want to take a look at our blogs about stress-free office moves

9 Tips to Make Your Office Relocation Hassle-free

Top 8 Questions to Ask for Stress-free Commercial Moves

Our Destination guides for moving to a new country.

Or download our FREE EBooks filled with nuggets on organising, packing and moving without stress or damage.

For updates about the finest articles, trends, tips and tricks about moving, follow us on Social Media.

