



**DETAILED PLANNING AND DELIVERY
THE KEY TO SUCCESSFUL RELOCATION**



DAY OR NIGHT, OUR FLEET KEEPS MOVING TO KEEP YOU WORKING

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“Trust Bishop’s Move to take care of all the crucial details of your relocation and you can stay free to focus on your business”



WHEN WE RELOCATE YOUR BUSINESS WE AIM FOR ZERO DISRUPTION TO YOUR DAY

YOU'LL BE AMAZED AT HOW PAINLESS THE PROCESS CAN BE WHEN YOU ENTRUST YOUR MOVE TO OUR DEDICATED TEAM OF BUSINESS RELOCATION SPECIALISTS.

Bishop's Move has been relocating people and assets for more than 150 years and in that time we've learned a thing or two about moving businesses. Whether it's relocating your entire operation to another part of the world or moving a single department to the next floor, a successful move always hinges on just one thing - meticulous planning. And that's something we excel at.

Bishop's Move Business Relocation service is part of the UK's largest privately owned removals company. Our network of offices, warehouses and depots covers the British Isles and mainland Europe. Our trusted international partners ensure every relocation is carried out to the same impeccable standard, anywhere in the world.

Our relocation specialists will work with your team to think through, coordinate and handle every aspect of your business move from end-to-end to ensure the project runs without a glitch. It makes no difference how far you want to travel or what you need to take with you. We've moved everything from mission-critical IT equipment and operating theatres to confidential records and priceless antiques. With such a wealth of experience backed with a meticulous approach to detail, we have the foresight to identify potential snags and solve problems well before they become an issue.

Trust Bishop's Move to take care of all the crucial details and stay free to focus on your business. Let us manage your move and your people will be able to continue working with barely a change to their daily routine.

"We always expect the unexpected. It keeps us on our toes but more importantly, it means we deal effectively with any surprises before they become issues"

Mark Allan - Removals Foreman





“Our biggest asset is our people. They’re also the aspect of our business that attract most praise from our clients, which is great for us as good people underpin everything we do”
Chris Marshall – Sales and marketing director

SO WHAT DOES IT ALL INVOLVE?

WITH THOUSANDS OF SUCCESSFUL COMMERCIAL MOVES BEHIND US, WE KNOW THE SECRET TO A PERFECT RELOCATION – PERFECT PLANNING.

The actual move is just the tip of the iceberg. Well in advance of your moving date our move management team will sit down with key members of your staff to go over every aspect of the relocation. No detail is overlooked. From access routes and room layouts, to colour coded packing labels, everything is thought through. We’ll make sure everybody involved – on your side and ours – knows exactly what will happen and what is expected of them.

On the move days, an experienced supervisor will oversee the entire operation to ensure everything goes according to plan. With as little as two of your team and a phone at each end, we can make sure it’s business as usual for everyone else.

Our expert packing team can wrap, pack and unpack every item according to the plans drawn up by the Space Planning team. So when your people arrive at the new location they can find everything in its rightful place – from archived files right down to the pens in the stationery cupboard. The only significant change to their working day will be their surroundings.

Whether you’re moving 300 metres or 3000 miles, we will ensure your everyday operations are not disrupted. Within our network we have an immense resource of expertise, experience and a fleet of specialist vehicles to cover every type and size of relocation.

We rank environmental considerations as highly as any other business objectives. We’ll identify any potential smoke, dust, noise and vibration nuisance at the risk assessment stage and take necessary steps to minimise them. Then, if your move generates waste, whether it’s IT equipment, office furniture, confidential files or paperwork, we’ll always aim to recycle, remarket or reuse to minimise the impact on the environment. We only use registered carriers to dispose of waste and remove it to registered disposal sites, and wherever possible we always use biodegradable materials in our packing.

1

PROJECT MANAGER

Your project manager will oversee the whole project from end to end. They'll work closely with you in the build-up to the move to plan every detail in advance, from auditing your equipment, planning entry and exit routes, and preparing the relocation schedule.

2

MOVE MANAGER

The move manager is responsible for pre-move planning and managing the logistical and physical aspects of the relocation. Based on-site during the move, they will be your main point of contact and manage the removals crew to ensure everything runs to plan.

3

MOVE CO-ORDINATOR

Based at the Bishop's Move office, the Move Co-ordinator makes sure the removals team has access to any tools and equipment they will need for the move, including vehicles, safety equipment, special lifting gear and protective packaging.

4

SPACE PLANNER

To help you make best use of the space available, our Space Planner will plan the layout of your new office premises and create floor plans that comply with Health and Safety rules and building regulations.

5

NETWORK TECHNICIAN

Our specialist Network Technicians use TechMate™ and are responsible for overseeing the installation of your network, cabling and systems, together with testing and commissioning IT equipment and systems.

6

REMOVALS FOREMAN

The Removals Foreman works alongside the Move Manager to ensure the move runs smoothly and that all instructions are relayed to the removals operatives, drivers and fitters so everything runs smoothly and to plan.

7

REMOVALS OPERATIVE

Our experienced Removals Operatives are trained to pack and transport specialist furniture and equipment, art and antiques, libraries and archives. Reporting to the Removals Foreman and Move Manager, they ensure your property is packed, moved and unpacked efficiently and safely.

8

FITTER

Our Fitters will safely dismantle your furniture, shelving and storage systems, then rebuild and install them in your new premises according to the floor plans drawn-up by the Space Planner. They have experience of handling all types of furniture and systems.



TAKING CARE OF BUSINESS



“Coventry and Warwickshire Hospital. The UK’s largest hospital move involved hundreds of people and thousands of pieces of equipment being relocated in August 2006”

FROM LIBRARIES TO HOSPITALS...

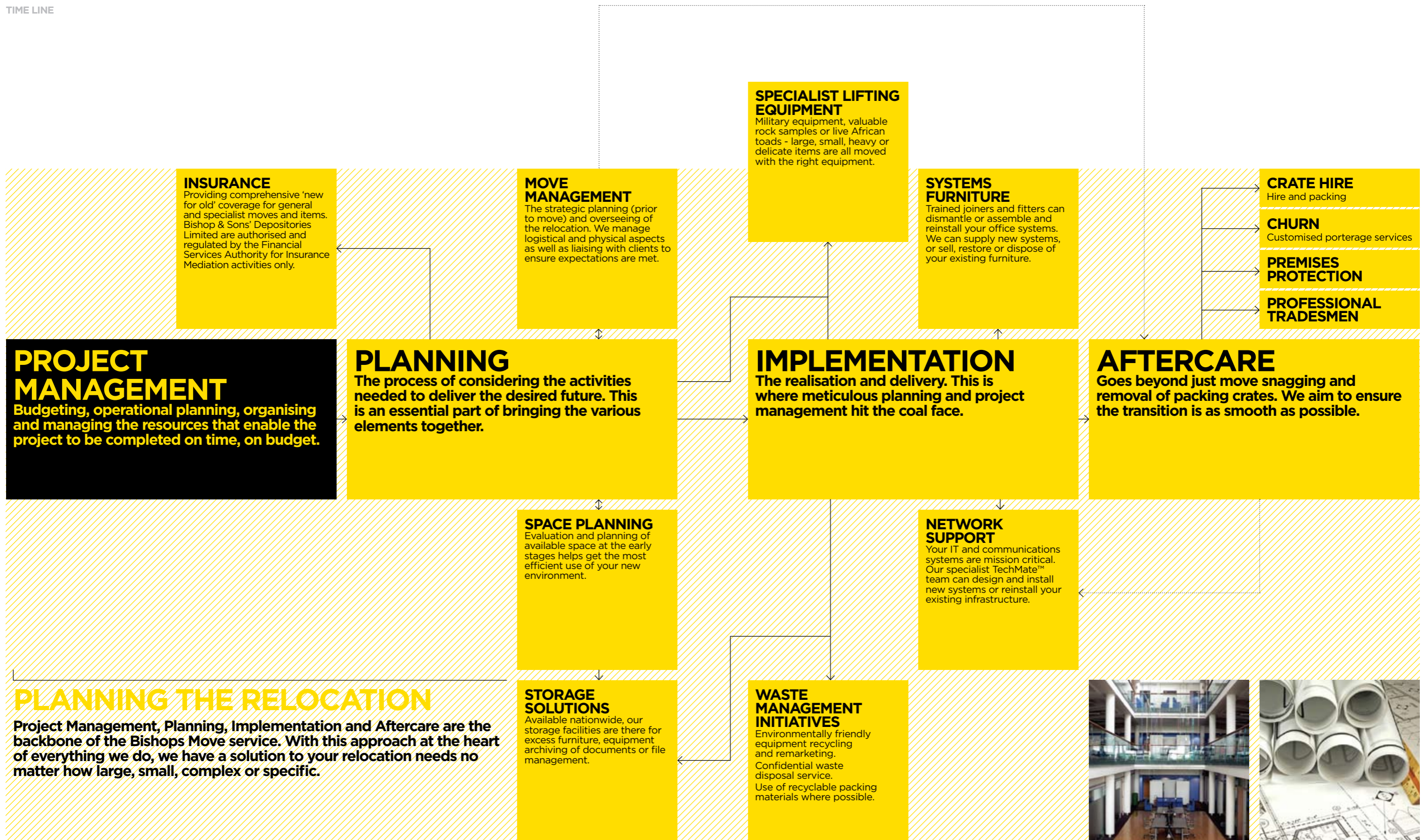
EVERY LOAD IS PRICELESS. BUT SOME MOVES ARE MORE CHALLENGING THAN OTHERS.

Our commitment to excellence is widely recognised in the healthcare sector. A hospital operating at full capacity 24 hours a day cannot afford even the slightest disturbance to its daily routine. Patients must be cared for, visitors want to come and go and staff need to be able to work unhindered. We have successfully relocated specialist clinics and complete hospitals, including fragile X-ray equipment, maternity wards and confidential patient records. All with no disruption to clinical care.

This thorough attention to detail has made us the UK’s acknowledged experts on library relocation too. Our indexing and catalogue systems ensure quick and accurate re-shelving of collections, from priceless antiquarian books to millions of titles in libraries.

No matter where in the world you are relocating to, or what you need to take with you, we have the expertise, skills and resources to make it happen. We’ve moved freezers filled with scientific specimens, living trees across Europe, and exhibitions of rare artefacts for museums. TechMate™, our dedicated IT relocation service can help you move and install the most complex of IT networks, including help desks and call centres. Your mission critical systems and infrastructure can be reinstalled by manufacturer approved designers and engineers, all with the backing and support of an industry leading IT service.

The Bishop’s Move Business Relocation teams treat every relocation with the same respect – no matter how large or small. You can trust us to move your business as carefully as if it was our own.



PLANNING THE RELOCATION
Project Management, Planning, Implementation and Aftercare are the backbone of the Bishops Move service. With this approach at the heart of everything we do, we have a solution to your relocation needs no matter how large, small, complex or specific.



CONTACT US

BRANCH NETWORK

Aberdeen	01224 729797
Barking	020 8596 7120
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Battersea	020 7498 0300
Birmingham	0121 328 1701
Brighton	01273 557423
Bristol	0117 9824112
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Cardiff	01446 701793
Carlisle	01228 791 773
Crawley	01293 512646
Edinburgh	0131 5566666
Exeter	01392 202040
Glasgow	0141 5567777
Guildford	01483 564838
Harrow	0208 8636246
Ipswich	01473 252 500
Leeds	0113 2459555
Lincoln	0800 9961410
Liverpool	0151 4272310
Luton	0800 7831161
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