

Service Relocation Proposal

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to submit this proposal for the relocation of your office spaces. As your business continues to grow, we understand the importance of having a workspace that meets your needs and supports your operations.

Proposed Services

- Site assessment and recommendations
- Logistical planning and coordination
- Physical relocation of office furniture and equipment
- Setup of services at the new location
- Post-relocation support

Timeline

The estimated timeline for the relocation is as follows:

- Initial consultation: [Insert Date]
- Site assessment: [Insert Date]
- Relocation date: [Insert Date]
- Post-relocation follow-up: [Insert Date]

Pricing

The total cost for the relocation services will be approximately [Insert Amount]. This includes all logistics, labor, and materials.

We look forward to the opportunity to assist you with this important transition. Please feel free to reach out if you have any questions or need additional information.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]