



Managing Your Renovation or Move to New Offices.

Robert Weber

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You've just learned that your office is to be renovated. Or, perhaps, it is being moved to a new location--and you're in charge. What questions will you need to ask? How can you make the move go as smoothly as possible? What steps can you take to avoid stress during critical stages of the process and keep up with your normal workload as well?

This highly readable volume is the perfect primer for the staff member appointed project manager during an office renovation or relocation. It offers concise information and a self-explanatory step-by-step procedure for completing a timely, efficient, and money-saving renovation or move. Possible question and unforeseeable pitfalls are identified. Written by an expert in the field, this unique volume offers insider's information on assessing office needs, selecting vendors, negotiating the best prices and terms for office furniture, working with an architect or designer, differentiating between real leasing advantages and phony incentive perks, writing a contract, and determining which professional services are really necessary.

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