

## **7 Easy Steps to the ‘Dream Office’ Move with New Advice-based Website - [www.DreamOffice.co.uk](http://www.DreamOffice.co.uk) De-Stresses Office Moves with Free Interactive Project Planning Tools and Guides.**

Submitted by: WestWon

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Inspired by the need for high quality online information about the office moving process, WestWon Limited has announced the launch of a comprehensive free advice website – [www.DreamOffice.co.uk](http://www.DreamOffice.co.uk). Designed with small and medium sized businesses in mind, the new interactive website enables hard-pressed company managers to rapidly produce their own structured step-by-step project plan to achieve a successful office move. [DreamOffice.co.uk](http://DreamOffice.co.uk) also provides insights, checklists and money-saving strategies in the form of a series of downloadable ‘Keyhole’ Guides and case studies. The site additionally offers a reliable means of sourcing ‘Perfect Partners’ - established local suppliers that specialise in providing goods and services for businesses on the move.

According to research conducted by WestWon (<http://westwon.co.uk>), the average UK company moves office every 5-7 years and in the majority of cases, the person responsible for co-ordinating this sizeable project often has little or no previous experience of managing a relocation. The study shows that the moving process carries a high risk of going over budget, thereby creating cash flow issues, particularly where the designated office move project manager does not have access to proper planning tools and advice.

Using Dream Office Moves’ free 7-stage Project Plan (<http://dreamoffice.co.uk>) allows those moving offices to build a personalised workplace transition plan simply by answering a few straightforward questions. Each project plan consists of up to 10 stages of actions, advice and information and pinpoints both priorities and the best strategies to minimise risk. The office move project planner also generates a printable overview flow chart to visually guide users through each stage of their planned office move.

Also available on the Dream Office Moves website is a series of free downloadable ‘Keyhole’ Guides (<http://dreamoffice.co.uk/keyhole-guides/>) to office moving, spanning topics such as:

- Budgeting and Financial Planning for Office Moves
- Checklist For A Successful Office Move
- Employer and Employee Relations

Those visiting the website can access a series of informative case studies as well as the current ‘Tip of the Day’ - a useful aide-memoire for office moving.

Through its Perfect Partner (<http://dreamoffice.co.uk/perfect-partners/>) scheme, [DreamOffice.co.uk](http://DreamOffice.co.uk) also provides a ready source of established local and nationwide suppliers. Whether for the supply or installation of equipment or for other professional services related to office moving such as new signage or furniture, Perfect Partner status ensures these suppliers meet WestWon’s high quality standards, based on many years’ experience in this field.

Commenting on the launch of the new Dream Office Moves website, WestWon CEO Jeremy Hall said. “Moving office can be both stressful and time-consuming for those put in charge of the process, and having been through the office move mill numerous times ourselves over the past 25 years, we were inspired to address

the gap in the market for free yet highly structured advice on the subject in the form of the Office Move Project Plan.

“Dream Office Moves provides a wealth of useful information for businesses just like us and we anticipate that companies will find they can save time and money using the free project planning tool and the many resources on the Dream Office Moves website.”

Dream Office is owned by WestWon Limited. See About WestWon (<http://westwon.co.uk/westwon-limited/>) for more information.

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