

Employee Relocation Services | Fragile Removals

Canonical: <https://www.fragileremovals.com.au/business-relocation/employee-relocation/>

Details:

Choose this service when you need help moving an employee household. Begin with the inventory, the work required at collection and delivery, and the dates you need the service. Confirm the actual inclusions, handling responsibilities and price in a written quote.

Compare business relocation services and commercial relocation where that alternative matches the work. Contact the team to clarify the scope before booking.

We coordinate employee household moves, including packing, transport and storage, around the employee's needs and the employer's approved scope.

An employee relocation may follow a transfer, an expansion or a new role in another city. Tell us about the work start date and the household's collection and delivery needs.

Agree the relocation assistance with the employee before booking, including which tasks the employer will fund and which choices remain with the household.

Choose the household assistance

We can help with:

Household packing and unpacking

Agreed furniture dismantling and reassembly

Inventory preparation

Collection, transport and temporary storage

Identify equipment that needs manufacturer instructions or a separate technician. Confirm the handling scope and any insurance arrangement for the goods before booking.

Coordinate work and household commitments

Plan collection and delivery around the employee's availability, the new home and the work schedule. Nominate contacts who can approve changes and supervise each address. Packing assistance can reduce household tasks, but leave time for the employee's own preparation, property handover and personal arrangements.

Separate employer decisions from household logistics

Agree who is commissioning the move and who can confirm changes. The employer may have requirements for quotations or invoicing, while the employee knows the household inventory and access. Make sure those details meet in one written scope rather than leaving the removalist to reconcile different instructions on collection day.

We can include packing, unpacking, inventory preparation, transport, agreed furniture work and temporary storage. Choose the tasks the household needs and confirm the employer's approved scope separately; a moving quote does not establish a relocation allowance or reimbursement entitlement.

Plan the transition between work and home

Discuss the employee's work start date alongside the availability of the new home. Collection, transit and delivery may be separate stages, especially between states. If the household will arrive before the goods, identify the items needed during the gap and agree how they will remain accessible.

If temporary storage is needed, list the items going into store and the likely return date. Confirm how access works before putting essential documents or frequently needed belongings into storage. Tell the team if the destination property or date is not yet settled.

Confirm responsibilities at both properties

Identify who will be present at collection and delivery and who can be contacted if the plan changes. Check stairs, lifts, parking and any restrictions at the new address before finalising the estimate. If a family member is managing one end of the move, give them the current inventory and agreed instructions.

Packing assistance does not remove the need to identify valuables, essentials and anything that should travel separately. Agree the dismantling and reassembly scope and the destination rooms. At handover, use the inventory to resolve questions about placement or incomplete work through the designated contact.

Make the written scope usable on moving day

Keep one current inventory and identify the destination for each item or group of cartons. Record anything travelling separately, staying behind or needing special care. Update the list if you add, remove or change items after the estimate so the crew is not working from an outdated description.

Check access at collection and delivery, including the route through the building and the distance from vehicle parking. Tell the coordinator about lifts, stairs, narrow turns, restricted hours and large items before the move. A handling plan depends on those details as well as the nominal size of the load.

Agree the order of packing, dismantling, loading, transport, unloading and any setup work. Identify the person who can answer questions at each end and confirm any fixed deadline. If the plan depends on another provider or the new premises being ready, discuss what happens if that step is delayed.

Ask for the insurance arrangements for the goods and any relevant exclusions or excess. Identify who handles a claim or complaint and keep those contact details with the booking. Read moving and storage insurance for the distinction between business cover and cover for the items being moved.

If access, timing or the requested work changes, stop and confirm the revised instructions with the responsible contact. Ask for any price or scheduling effect in writing. At handover, check the agreed placement and tasks against the inventory and raise a concern through the booking process rather than assuming it will be resolved automatically.

Use the detailed quote form to organise the load and access information. How to Choose a Good Removalist provides a checklist for comparing the written scope, responsibility and terms.

Keep employer approval and personal choices distinguishable

Prepare the quotation so the employer can identify the requested work without unnecessary personal detail. The employee should confirm the household inventory and access information, while the authorised employer contact confirms any company approval or invoicing requirements. Resolve differences before the booking is accepted.

If the employee wants an additional service, such as selected-item packing or a different storage period, ask who must approve it and how it will be invoiced. Do not infer that an employer-funded relocation includes every optional household choice. Likewise, a removal quote cannot determine the employee's entitlement under the employer's policy.

At delivery, keep the service handover focused on the actual goods and agreed tasks. Any employment start-date or reimbursement question belongs with the employer contact, while missing goods or unfinished booked work should be raised with the mover. Separating those decisions helps the household and business maintain a clear record of what still needs action.

What can employee relocation assistance include?

We can assist with inventory preparation, household packing and unpacking, agreed furniture dismantling and reassembly, collection, transport and temporary storage. Identify specialist equipment separately. The employee supplies household and access details, while the employer confirms approvals and invoice requirements. Bring those inputs into one written scope with dates that work for the household and employment commitments.

Does a moving quote establish an employer relocation allowance?

No. Our moving quote does not determine an employer allowance or reimbursement entitlement. Confirm the employer's approved scope, spending authority, quotation process and invoice requirements before committing to costs expected to be covered. Identify personal extras separately and tell us how the authorised booking should be documented.

For an employee relocation, what should the quote specify?

Include the household inventory, addresses, access, collection and delivery windows, packing, storage and agreed furniture work. Identify the employer contact or payer, the employee's operational contact and the person authorised to approve changes. Distinguish the work start date from when the new home can receive goods, and state any invoice or approval requirements. Confirm the price basis and responsibility for technical tasks or specialist items. A shared current scope helps the household, employer and moving team understand what is approved and what still needs a decision.

For an employee relocation, what if the premises or equipment are not ready on the planned date?

Tell the coordinator and the relevant employer or household contact which part of the plan has changed. An unavailable home may need storage or revised delivery, while an unprepared item may need another provider before transport. Check access to essentials during any gap and agree who can authorise the alternative and its cost. Update the inventory, schedule and employer documentation where necessary. Do not assume the employee's work start date guarantees household delivery that day or that the original authorised scope automatically includes an extended storage period.

How should employer and employee responsibilities be divided?

The employer can identify the approved service, payer and documentation requirements; the employee supplies the household inventory, access information and personal priorities. Nominate an authorised decision-maker for cost changes and someone available at each property for practical questions. Give all parties the same written scope and keep updates together. Packing help does not remove the need for the household to identify valuables, essentials or items travelling separately, and employer approval does not replace accurate information about the load and properties.

What should remain with the employee during an interstate relocation?

Identify the documents, everyday belongings and work items needed between collection and delivery, especially if the household arrives before its furniture. Keep those accessible rather than packing them into the main load or temporary storage. Discuss the expected delivery window, the availability of the new home and how any storage access works. If a family member supervises one end of the move, provide the current inventory and instructions. Plan the transition around the actual schedule rather than assuming work and household delivery begin together.