




# Office Relocation Services

Hassle-Free Solutions Across Berlin, Germany, and Europe

BUTLER UMZÜGE GMBH

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About Butler Umzüge

# Why Choose Us for Office Relocation?

## Our Promise

Butler Umzüge GmbH is your trusted partner for seamless office relocations — whether you are moving across Berlin, Germany, or to another European country. We put your business continuity first.

## → Professional Services

Tailored to your unique business needs, with dedicated project coordination from start to finish.

## → Local, National & International Expertise

Decades of experience managing moves of all scales — from a single-floor office to multi-site corporate relocations.

## → Minimised Downtime

We plan every detail so your operations continue with minimal interruption throughout the process.



# Comprehensive Office Relocation Solutions

From the first box packed to the final desk assembled, we manage every stage of your office move with precision and care.

## Packing & Unpacking

Professional, systematic packing of all office equipment, files, and furniture using premium materials.

## Transportation

A modern fleet of vehicles equipped for safe, secure transit — locally or across borders.

## Setup at New Location

Full assembly and positioning of furniture and equipment so your team can hit the ground running.

## Planning & Coordination

Dedicated project managers who keep every aspect of the move on schedule and on budget.

# Our Coverage

Butler Umzüge operates across three distinct geographies — ensuring expert, reliable service wherever your business needs to move.

1

## Berlin

Local expertise, rapid response, and city-wide logistics.

2

## Germany

Nationwide coverage from Hamburg to Munich and every major city in between.

3

## Europe

Cross-border relocations handled with full regulatory compliance.

# Specialised Services for Berlin Businesses

As a Berlin-based company, Butler Umzüge has an unrivalled understanding of the city's neighbourhoods, traffic patterns, building regulations, and local logistics — giving your move a decisive advantage.

## Local Knowledge

We know Berlin inside-out — from Mitte to Friedrichshain — ensuring smooth access, efficient routing, and swift coordination with building management.

## Flexible Scheduling

We adapt to your working hours, offering early morning, evening, and weekend slots to avoid disruption to your day-to-day operations.

## Quick Response Times

Our Berlin HQ at Alt-Friedrichsfelde 90 means rapid deployment — ideal for time-sensitive moves or last-minute requirements.



# Reliable Services Across Germany

Whether you are relocating from Berlin to Munich, Hamburg to Frankfurt, or anywhere in between, our nationwide network ensures consistent quality at every stage of your move.



## All Major Cities

Coverage in every major German city and region, with established logistics partners across the country.



## On-Time Delivery

Efficient route planning and experienced drivers ensure your belongings arrive exactly when you need them.



## Consistent Standards

The same professional standards and care that define our Berlin service are applied to every nationwide operation.



## Nationwide Insurance

Comprehensive coverage options that apply across all German regions, giving you complete peace of mind.





# Seamless Moves Across Europe

Relocating your business beyond Germany's borders requires specialist expertise. Butler Umzüge manages cross-border moves with full compliance, end-to-end logistics, and a network of trusted European partners.



## Cross-Border Expertise

Experience managing relocations to and from all major European countries, with established customs and border-crossing protocols.



## Regulatory Compliance

We handle all the necessary documentation, import/export requirements, and international regulations on your behalf.

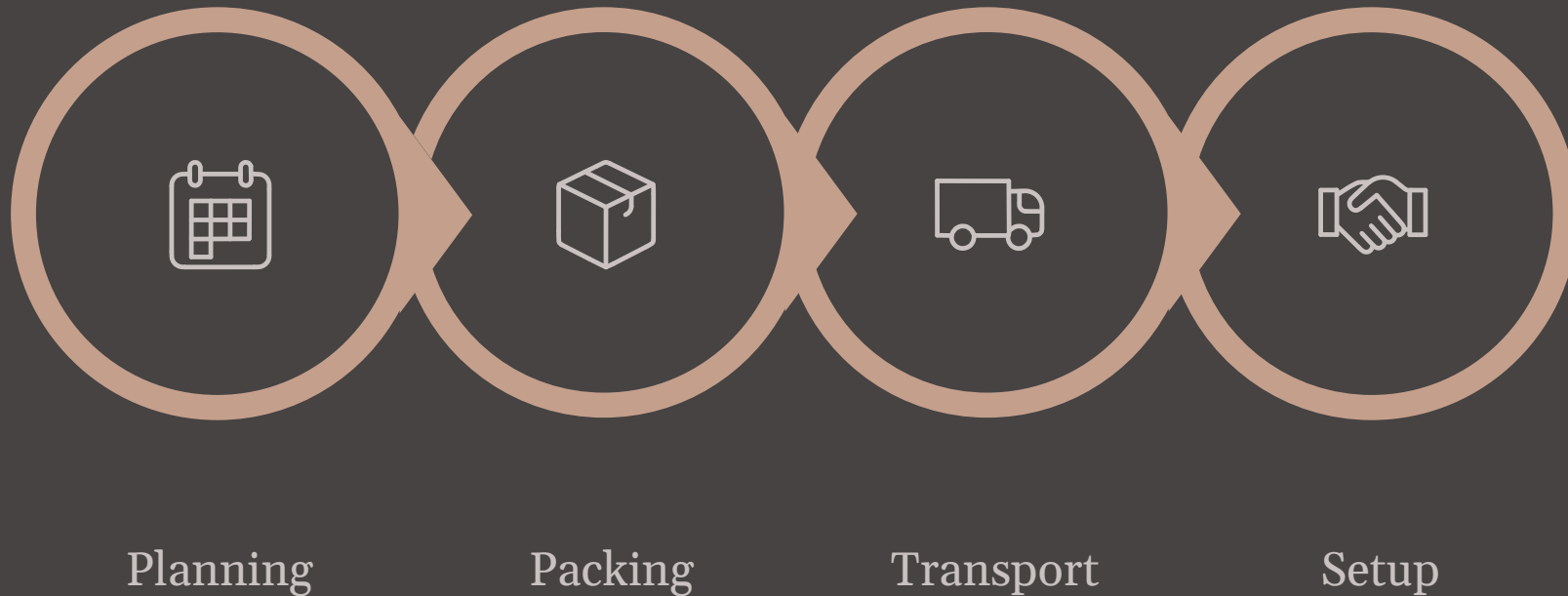


## European Partner Network

Trusted logistics partners across Europe ensure smooth transitions at every stage, regardless of destination.

# Our Services in Detail

A closer look at everything Butler Umzüge provides to make your office move a complete success — from planning and packing through to final setup and beyond.



Each phase is managed by dedicated professionals with clear accountability — so nothing falls through the cracks and your move stays on schedule from day one.



# Professional Packing Solutions

Improper packing is the leading cause of damage during office moves. Our certified packing teams use industry-leading materials and proven techniques to protect every item in your inventory.

## Premium Materials

Custom crates, anti-static wrap, reinforced boxes, and specialist padding for fragile and high-value items.

## IT & Sensitive Equipment

Servers, monitors, and specialist hardware are packed according to manufacturer guidelines and transported in climate-controlled conditions.

## Labelling & Inventory

Every box is clearly labelled and tracked with a detailed inventory — making unpacking and setup at your new location fast and accurate.

# Detailed Planning for Efficiency

## Why Planning Matters

A well-planned relocation is the difference between a smooth transition and costly delays. Our project managers work with you well in advance to map out every detail, so nothing is left to chance on moving day.

01

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## Initial Consultation

We assess your office size, inventory, timeline, and special requirements.

02

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## Custom Relocation Plan

A step-by-step plan is created, aligned with your business schedule and deadlines.

03

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## Pre-Move Coordination

We liaise with building management, parking authorities, and your IT team.

04

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## Execution & Review

On-site project manager oversees every stage and confirms completion with you.



# Moving Your Business Abroad? We've Got You Covered.

International office relocations require a level of expertise that goes far beyond standard moving. Butler Umzüge provides fully managed, end-to-end international relocation solutions that remove the complexity and uncertainty from the process.

## End-to-End Management

We handle everything from packing in your current office to assembly and setup at your new international location.



## Customs & Logistics

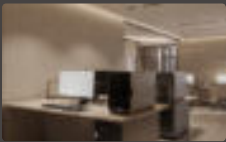
Our team manages all customs documentation, duties, and cross-border logistics so you can focus on your business.

## International Insurance

Comprehensive transit insurance options tailored for international moves, giving full protection across all borders.

# Serving Various Industries

Office environments differ greatly across sectors. Butler Umzüge has the expertise to manage the specific challenges of each industry — from sensitive healthcare equipment to high-density tech infrastructure.



## Technology & IT

Safe handling of servers, networking equipment, and sensitive data infrastructure with full chain-of-custody documentation.



## Healthcare

Specialist relocation of medical equipment, clinical furniture, and confidential records with full regulatory compliance.



## Retail & Showrooms

Careful dismantling, transport, and reassembly of display units, shelving, and branded interior elements.



## Legal & Finance

Secure handling of confidential files, document archives, and high-value office furniture with full discretion.

# Tailored for Every Business Size

No two businesses are alike, and neither are their relocation needs. Butler Umzüge designs its services around your organisation's scale, structure, and specific requirements.



Large Corporations



Mid-Size Businesses



Small Businesses

From a two-person startup moving to its first dedicated office space to a 500-person enterprise relocating its headquarters across Europe, we scale our resources, team size, and project management to match every challenge.

# Expertise in Corporate Moves

Corporate relocations are among the most complex projects a business can undertake. Butler Umzüge brings the resources, planning depth, and specialist skills to manage even the most demanding large-scale moves without disrupting your business rhythm.

**1** **Specialist Equipment Handling**  
From executive boardroom furniture to industrial-grade printing and AV systems — our teams are trained to handle it all with care.

**2** **Strategic Project Management**  
Dedicated senior project managers coordinate every workstream — logistics, IT, facilities — ensuring all teams move in lockstep.

**3** **Scalable Resources**  
We deploy the right number of skilled operatives, vehicles, and equipment to match the scale and urgency of your relocation.



# Ensuring the Safety of Your Equipment



The safety of your assets is our highest priority. Every member of our team is trained in specialist handling techniques, and every move is backed by comprehensive insurance options.

## Trained Professionals

All operatives complete rigorous training in the handling of fragile, heavy, and high-value office items — including IT hardware and ergonomic furniture.

## Quality Packing Standards

We use professional-grade materials including custom foam inserts, anti-static wrapping, and reinforced transit crates for maximum protection.

## Insurance Coverage Options

Comprehensive insurance plans are available for all move types — local, national, and international — so your business is fully protected throughout transit.

# Hassle-Free, Stress-Free Relocations

The very best office moves are the ones your team barely notices. Butler Umzüge takes full ownership of the relocation process, managing every detail so your staff can stay focused on business as usual.



## We Manage Everything

Packing, transport, setup, waste removal — every element is coordinated by your dedicated project manager.



## Flexible Scheduling

Moves during evenings, weekends, or public holidays — whatever minimises disruption to your working day.



## Dedicated Support

A single point of contact available Monday–Saturday, 08:00–22:00, throughout the entire relocation process.



## Quality Guarantee

We do not consider a move complete until you are fully satisfied with every aspect of the setup at your new location.



# Moves During Weekends & Non-Business Hours

For most businesses, moving during standard working hours is simply not an option. Butler Umzüge offers fully flexible scheduling — including weekends, evenings, and public holidays — so your team experiences minimal interruption.

## Weekend Moves

Saturday and Sunday operations mean your office is ready on Monday morning — with zero lost working days for your team.

## Evening & Night Shifts

Late-evening or overnight moves keep your daytime operations completely uninterrupted, ideal for client-facing businesses.

## Phased Moving

We can relocate your office in stages across multiple days, so different departments remain operational throughout the process.

# How Long Does an Office Relocation Take?

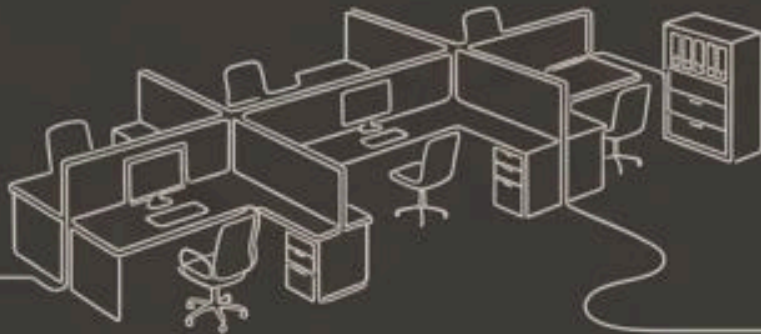
Every move is different, but Butler Umzüge works diligently to ensure the shortest possible transition time without compromising on quality or safety.



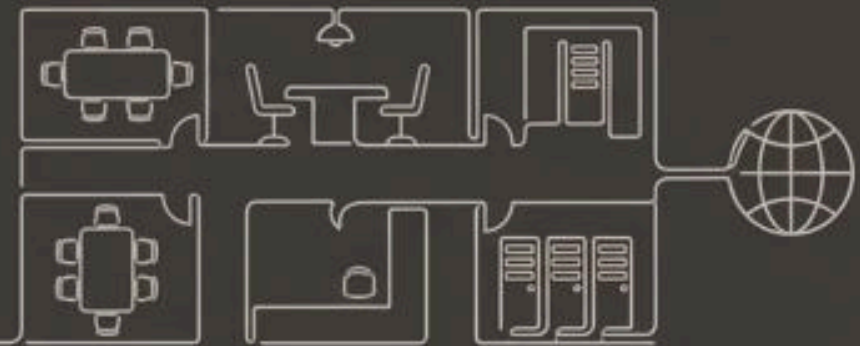
**SMALL OFFICE (1-10 people): 1 DAY**



**MEDIUM OFFICE (10-50 people): 2-3 DAYS**



**LARGE OFFICE (50-200 people): 3-5 DAYS**



**ENTERPRISE/INT'L MOVE: 1-2 WEEKS**

-----> **Planning Phase: 4-6 weeks in advance** ----->

We recommend booking your office move **4–6 weeks in advance** to allow sufficient planning time, ensure vehicle and team availability, and give your staff adequate notice to prepare.

# Resources for Large-Scale Corporate Moves

## Built for Complexity

Large corporate relocations demand a level of coordination that most moving companies simply cannot provide. Butler Umzüge has the infrastructure, the team, and the experience to handle it.

## Dedicated Project Managers

A senior project manager is assigned to every large-scale move, acting as your single point of accountability throughout.

## Scalable Fleet & Teams

We deploy the exact number of vehicles, specialist equipment, and operatives required — scaling up as needed for complex moves.

## Multi-Site Coordination

For organisations moving from or to multiple locations simultaneously, our project teams coordinate all workstreams in parallel.



# Protecting Your Belongings During Transit

At Butler Umzüge, we believe that true peace of mind comes from knowing your assets are fully protected at every stage of the journey — not just while they are in our hands, but throughout the entire process.

1

## Standard Coverage

All moves include basic liability coverage as standard — protecting your assets against damage or loss during transit.

2

## Enhanced Plans

Upgrade to comprehensive coverage for high-value items, sensitive equipment, or international moves requiring broader protection.

3

## Custom Solutions

For complex or high-value corporate moves, we create bespoke insurance arrangements in collaboration with your risk team.

# What Sets Butler Umzüge Apart?

## Professionalism

Every team member is trained, uniformed, and committed to representing your business with the highest standards of conduct.

## Attention to Detail

From inventory labelling to final placement — nothing is overlooked. We treat your office as if it were our own.

## Local & International Reach

A truly rare combination: deep local knowledge of Berlin paired with seamless European and international capabilities.

## Efficient Processes

Refined over years of experience, our processes are built for speed, precision, and minimal disruption to your business.



# Meet Our Professional Movers



The strength of Butler Umzüge lies in its people. Our teams are not agency staff — they are experienced, trained professionals who are proud of their craft and committed to your satisfaction.

## Rigorous Training

All operatives complete comprehensive training covering safe lifting, specialist equipment handling, packing techniques, and customer service.

## Years of Experience

Our senior team members have managed hundreds of corporate relocations across Germany and Europe, bringing deep expertise to every project.

## Multilingual Teams

Operating across Europe means we work in multiple languages — ensuring clear communication with clients and building staff at every destination.

# Eco-Friendly Moving Practices

Butler Umzüge is committed to reducing the environmental footprint of every relocation we undertake. We believe that responsible business relocation and environmental responsibility go hand in hand.



## Sustainable Packing Materials

We use recyclable boxes, biodegradable wrap, and reusable transit crates wherever possible — reducing single-use plastic waste significantly.



## Efficient Transport

Optimised routing and load planning minimise vehicle journeys and fuel consumption on every move we undertake.



## Responsible Disposal

Old furniture and equipment that cannot be reused are disposed of responsibly, with donation to local charities wherever possible.

## Client Success Stories

Do not just take our word for it. Here is what some of our clients say about working with Butler Umzüge on their office relocations across Berlin, Germany, and Europe.

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### "Flawless from Start to Finish"

"Butler Umzüge relocated our entire 80-person Berlin office over a single weekend. On Monday morning, everything was in place — our team was genuinely surprised by how seamless it was."

— *Operations Director, Berlin Tech Firm*

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### "Our First Choice for European Moves"

"We have relocated offices in three European countries over the past two years. Butler Umzüge handled all of them with the same level of professionalism and attention to detail. Exceptional."

— *Facilities Manager, Pan-European Consultancy*

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# Case Study: Successful Berlin Office Move

## The Challenge

A rapidly growing Berlin-based technology company needed to relocate from a 40-person office in Mitte to a new, larger premises in Prenzlauer Berg. The move had to be completed without any loss of operational time — the team needed to be fully functional on Monday morning.

## Our Approach

Butler Umzüge deployed a dedicated project manager three weeks prior to the move date. We conducted a full inventory, coordinated with both building management teams, and planned a Friday evening–Sunday move schedule. All IT infrastructure was handled by our specialist tech team and reconnected at the new location in coordination with the client's IT department.

## The Result

The move was completed six hours ahead of schedule. The team arrived on Monday morning to a fully operational office with every desk, screen, and system in place — exactly as planned.

40+

Staff Relocated

48h

Move Duration

0

Lost Working Days

# Case Study: International Corporate Move Across Europe

When a multinational professional services firm needed to consolidate two regional offices — one in Berlin and one in Warsaw — into a new central hub in Amsterdam, they turned to Butler Umzüge to manage the entire process.

1

Week 1–2

Site surveys, inventory, customs documentation preparation, and transport planning across three countries.

2

Week 3–4

Phased packing of both offices using specialist international transit crates and labelling systems.

3

Week 5

Coordinated cross-border transportation with real-time tracking and customs clearance in the Netherlands.

4

Week 6

Full setup, assembly, and sign-off at the new Amsterdam headquarters — on time and within budget.



# Frequently Asked Questions

We understand that every office relocation raises important questions. Here are the most common queries our clients raise before booking with Butler Umzüge.

→ Do you handle moves within Berlin, across Germany, and across Europe?

Yes — all three. We specialise in all scales of office relocation, from a local Berlin move to a complex multi-country European relocation. Our team adapts its approach and resources accordingly.

→ What types of businesses do you work with?

We work with businesses of all sizes and sectors — from two-person startups to multinational corporations — across industries including technology, healthcare, legal, retail, and finance.

→ Do you offer packing and unpacking as part of the service?

Yes. Our professional packing service is available as a standalone option or as part of a full relocation package. We bring all necessary materials and handle every item with care.

# More Frequently Asked Questions

Can you handle moves outside standard business hours?

Absolutely. We regularly perform office moves during evenings, overnight, and at weekends to ensure zero disruption to your working day. Just let us know your preferred schedule.

How do you ensure the safety of IT and sensitive equipment?

Our specialist teams use anti-static packing materials, custom crates, and carefully planned transport conditions for all IT hardware. All items are inventoried and tracked throughout the move.

Do you provide insurance during the move?

Yes. We offer a range of insurance options, from standard liability coverage to fully comprehensive plans for high-value or international relocations. Details are discussed during the quoting process.

How early should I book my office move?

We recommend booking 4–6 weeks in advance to secure your preferred dates, allow time for detailed planning, and ensure all resources are arranged. Last-minute bookings can sometimes be accommodated — please contact us to discuss availability.

# Even More Frequently Asked Questions

## Do you help with planning the move?

Yes — comprehensive move planning is included in all our services. A dedicated project manager creates a step-by-step plan aligned with your business schedule and ensures every stakeholder is informed and prepared.

## Can you manage international customs?

Yes. Our international relocation specialists handle all customs documentation, import/export requirements, and cross-border compliance for European and worldwide moves.

## How do I get a quote?

Contact us via phone, email, or our website. Provide details about your office size, move dates, origin, and destination and we will prepare a tailored, no-obligation quote promptly.

## Do you offer commercial moving services for specific industries?

Yes. We have experience in healthcare, legal, retail, technology, and financial services — each with its own specialist requirements that our team is fully equipped to manage.

## What makes Butler Umzüge different from other movers?

Our combination of local Berlin expertise, nationwide German coverage, and international European capabilities — paired with consistent quality standards — makes us uniquely positioned to handle any corporate relocation.

## Can you handle large-scale corporate moves?

Absolutely. We have the fleet, team size, and project management infrastructure to handle relocations of any scale — from a single department to an entire multi-floor headquarters.

# How to Get Started

Getting your office relocation underway with Butler Umzüge is simple, fast, and entirely obligation-free. Follow these three steps to receive your tailored proposal.



Contact Us

Share Details

Get Quote

Our team is available **Monday to Saturday, 08:00–22:00** to discuss your requirements, answer questions, and ensure your move is planned to perfection before a single box is packed.

# Plan Ahead for a Smooth Relocation

## Book Early — Move Better

The single most effective thing you can do to ensure a successful office relocation is to book early. We recommend contacting Butler Umzüge **4–6 weeks before your intended move date**. This allows your dedicated project manager time to conduct a full site survey, create a bespoke relocation plan, coordinate with your building management teams, arrange specialist packing materials, and confirm all logistics well in advance.

Early booking also guarantees availability on your preferred dates — particularly important for weekend or overnight moves, which are in high demand among our corporate clients.

## Quick Booking Checklist

01

Confirm move dates

02

Prepare office inventory list

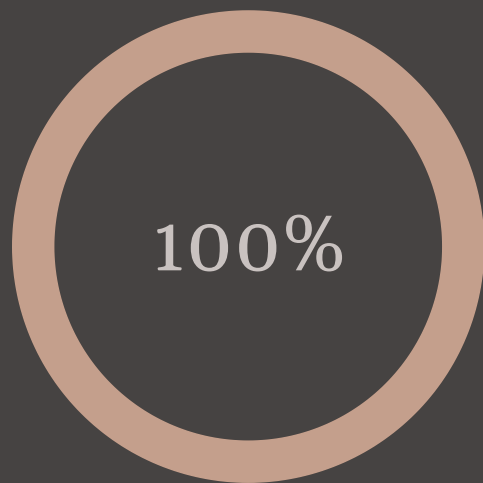
03

Identify IT and specialist items

04

Contact Butler Umzüge

# Key Reasons to Choose Butler Umzüge



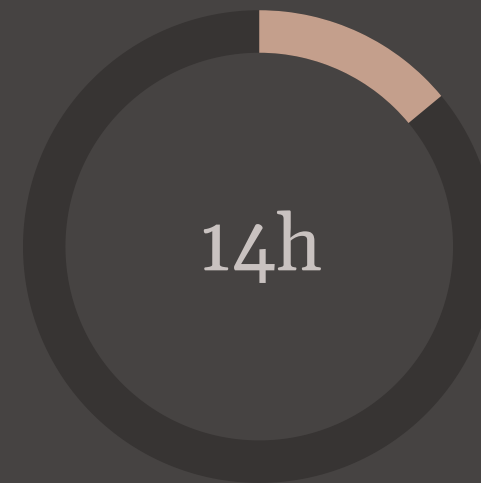
## Client Focus

Every decision we make is guided by what is best for your business and your team.



## Flexibility

Available every day of the week, including weekends and public holidays.



## Daily Availability

Reachable Mon–Sat, 08:00–22:00 for booking, planning, and support.

# Our Commitment to You

Butler Umzüge does not simply move office furniture — we take on full responsibility for your business transition. Our commitment is to deliver every relocation on time, within budget, and to a standard that leaves your team proud of their new working environment from day one.

## On-Time Delivery

We set realistic timelines and stick to them — with contingency plans in place for every eventuality.

## Transparent Pricing

No hidden fees. Your quote is your price — agreed upfront and honoured throughout the project.

## Post-Move Support

Our team remains available after your move to resolve any issues, rearrange furniture, or assist with final setup details.



## Ready for Your New Chapter?

Every successful office move begins with a single conversation. Whether you are planning a Berlin office move next month or a European corporate relocation next year, Butler Umzüge is ready to help you plan, prepare, and execute with confidence.

### **Get Your Free Quote Today**

Contact us now and receive a personalised, no-obligation relocation plan tailored to your business needs. Our team is standing by Monday–Saturday, 08:00–22:00.

# Get in Touch Today

Our team of office relocation specialists is ready to help you plan your move — wherever you are going and whatever the scale. Reach out through any of the channels below and we will respond promptly.



## Website

[www.butler-umzuege.de/en](http://www.butler-umzuege.de/en)

Visit our website to learn more, explore services, and request a quote online at any time.



## Phone

+49 30 845 188 55

Speak directly with our relocation team. Available Monday–Saturday, 08:00–22:00.



## Email

[✉ info@Butler-Umzuege.de](mailto:info@Butler-Umzuege.de)

Send us your requirements and we will respond with a tailored proposal within one business day.



## Visit Us

Alt-Friedrichsfelde 90  
10315 Berlin, Germany

Our Berlin headquarters is open to visitors by appointment.



# Thank You for Considering Butler Umzüge

We know that choosing the right partner for your office relocation is one of the most important decisions you will make this year. We are honoured to be considered and committed to earning your trust with every detail of your move.

*"Let us help you make your transition smooth, efficient, and completely hassle-free — so you can focus on what matters most: your business."*

— The Butler Umzüge Team

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