

theSAIGHfoundation

Trustees

JoAnn Hejna, Executive Director

Heidi Veron

Franklin F. Wallis

Fiduciary Trust Co. Int'l.

September 20, 2018

The Saigh Foundation is happy to recommend the services of Relocation Strategies in coordinating an office move. Julie Wilson, Transition Specialist, has the expertise to efficiently manage all aspects of a relocation. Before our move, she met with us to assess our needs and plan the move. She then provided a master schedule of timing for each task, selecting vendors to move furniture and contents, install electrical and telephone/computer infrastructure, and hang our photos and flat screen monitor. She coordinated with both facilities regarding timing and the use of docks and freight elevators and ensured all requirements were met for the moves in and out of buildings. During the move she was on-site to supervise the delivery of furniture and boxes and provided a master plan of where items were to be placed. After the move, Julie met with us to discuss any move related issues and to make sure we were satisfied with the service. She was responsible for reviewing vendor invoices and for paying them. The charge for her services was clearly outlined and reasonable for the scope of the project.

Julie has a calming personality, which we found very helpful as we made our way through the process. She handles situations in a professional manner and was always available to answer our questions. Julie took care of all of the moving details which allowed our foundation to maintain its normal day-to-day activities.

JoAnn Hejna
Executive Director/Co-Trustee

Mary Kemp
Associate Executive Director