

AU - Aarhus University



INTERNATIONAL REMOVALS
- Moving with Team

team  relocations

www.teamrelocations.com

Dear AU Employee,

Please be advised that Team Relocations is assisting international academic staff at Aarhus University with global moving services.

In all matters concerning your relocation, irrespective of your present home or host country, Team Relocations in Denmark will act as your dedicated 'Single Point of Coordination'.

Upon contacting us and receiving your authorisation we will set-up, plan and coordinate your total move with our partners in your home/host country. Review and overall contact points as follows;

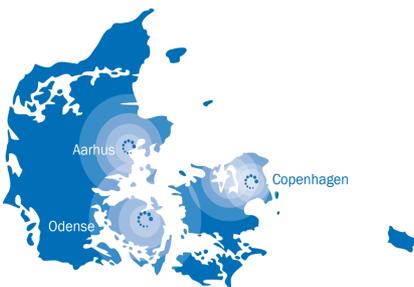
Move process / step-by-step 'to-dos'

1. YOU send enquiry to TEAM
2. TEAM briefs you on move process and arrange survey
3. TEAM/partner carry out pre-move survey at your residence, provide briefing and move overview
4. JOINT dialogue on service process, schedule and details regarding insurance and documents
5. TEAM forward proposal based on survey details
6. YOU send authorization to us
7. TEAM book and set-up the entire move
8. TEAM confirm packing and transport schedule
9. TEAM/partner carry-out any packing and pick-up
10. TEAM/partner perform move by road, sea and/or air according to authorization
11. TEAM carry-out any export and import clearance
12. TEAM contact you for JOINT agreement of delivery
13. TEAM/partner carry-out delivery at new residence and any un-packing and furniture reassembly
14. JOINT sign-off and delivery report

Our prices and transit times are subject to a range of different circumstances, such as where you are moving from/to, volume of household goods, residence access, special items etc.

For your information please find below a few pricing examples based on residence size of 90 - 150m2 as well as estimated door-to-door transit times:

Origin/Destination v.v.	Prices, from	Transit Times
London - Aarhus	DKK 33.000	3 - 7 days
Paris - Aarhus	DKK 31.500	3 - 7 days
Munich - Aarhus	DKK 32.000	3 - 7 days
Beijing - Aarhus	DKK 55.000	35 - 40 days
Boston - Aarhus	DKK 64.000	22 - 28 days



1-2 of our staff will be your primary contact persons ensuring the best attention and coordination of your entire moving process. For your individual needs assessment - wherever you are living and residing at present – please ask for our dedicated moving specialists at,

Initial Contact,

Global Mobility Centre and/ +45 7010 5100
Michael Thomsen or +45 8741 1125

DK@teamrelocations.com
michael.thomsen@teamrelocations.com

We are looking forward to assisting you!

Best regards,

Michael Thomsen
Account Manager