CORDINEL

Relocation | The Essentials

PACKAGE DETAILS / DELIVERABLES / TERMS

$395 | Up to 4 TOTAL service hours | 14 calendar days | Remote only

Who this package is for

Self-directed movers who want an organized plan and limited remote assistance.

Included activities

- Brief intake to identify dates, priorities and constraints
- Personalized before/during/after move checklist with target dates
- Up to three targeted vendor research requests within the four-hour allocation
- Limited appointment or service scheduling assistance within available time
- Closing status summary and next actions

Expected deliverables

- Personalized relocation checklist
- Vendor research notes or comparison summary
- Closing action summary

Hours, timing and limits

Four hours total across 14 calendar days, not four hours per week. Remote work only; the client executes the move. If research takes longer than anticipated, priorities will be adjusted or added hours approved.

Client responsibilities

Supply dates, addresses, budget/preferences, make vendor choices and approve all bookings.

Not included without separate written agreement

On-site visits, mover booking without approval, physical packing, inspections, vendor fees or guaranteed reservations.

Standard engagement terms

These terms apply alongside the written proposal and client agreement.

Standard terms applicable to EVERY package

Travel, mileage and third-party expenses

Published package prices exclude travel time, mileage, parking, tolls, lodging, transportation and other out-of-pocket expenses. When travel is needed, CORDINEL will disclose the anticipated travel-time charge and obtain written client approval before the trip. Approved travel time is billed separately from purchased service hours, at a travel-time rate quoted individually for each engagement. Approved business mileage is billed separately at the applicable IRS standard business mileage rate in effect on the date of travel. The mileage calculation method will be specified in the proposal.

Parking, tolls and other preapproved expenses are billed at actual cost. No travel or related expense is incurred on the client's behalf without approval. Vendor fees, bookings, subscriptions and purchases are additional unless expressly included.

How requests and hours work

The client identifies objectives, priorities, deadlines and relevant access at onboarding. CORDINEL and the client agree on workstreams and an initial priority list; subsequent requests must remain within that scope. CORDINEL organizes and performs approved work independently, flags decisions requiring approval, and tracks time spent on research, planning, communications, documentation, coordination, reporting and any included on-site service. Hours are total hours for the stated engagement period, rather than weekly allowances. Unused monthly retainer hours expire at the end of each monthly service period and do not roll over. Relocation package hours expire at the end of their stated service period. Additional approved service hours are billed at $85/hour; material scope changes and custom engagements may require a separate quotation.

Scheduling and communications

Support is scheduled rather than continuous or on demand. CORDINEL acknowledges routine client requests within one business day during agreed service hours; acknowledgement is not a promise of same-day completion. Meeting cadence, project dates, on-site eligibility and deadlines are confirmed in writing. Scheduled appointments require at least 24 hours notice to cancel or reschedule; late changes may incur approved reserved-time or nonrecoverable third-party charges as specified in the engagement agreement. Service hours do not include around-the-clock coverage or emergency response. Client delays and late approvals may affect delivery.

Approvals and responsibility

CORDINEL coordinates, researches, documents and tracks; the client remains responsible for final decisions, accuracy of supplied information, signing agreements, authorizing purchases and paying third parties. CORDINEL does not provide legal, tax, financial, medical, real-estate brokerage or other regulated professional advice. CORDINEL makes reasonable efforts to identify vendors suited to client needs using publicly available information, stated qualifications and reviews. CORDINEL does not warrant or guarantee the quality, performance, availability or outcomes of independent third-party contractors. The client makes final vendor selections and approvals. One reasonable, consolidated revision round is included for defined project deliverables; additional rounds or changed requirements are separately quoted.

How relocation service hours work

Each relocation package provides ONE TOTAL POOL of professional service hours during its stated calendar-day service period, starting on the agreed start date. Research, planning, calls, emails, scheduling, tracker maintenance, updates, handovers and included on-site coordination visits all consume that pool. The service period is not a weekly hour allowance or continuous coverage. Separately approved travel time does NOT consume package service hours; travel time, mileage and expenses are billed separately under the standard policy. Visits are subject to geographic eligibility and scheduling. Client purchases and vendor fees are excluded.

Final scope, dates, availability, payment arrangements, and engagement-specific changes are confirmed in writing before work begins.