



# AITKEN LAMBERT ELSWORTH

CHARTERED ACCOUNTANTS (S.A.)

17 October 2016

Our ref: AK/II

To Whom It May Concern

## RELOCATION OF AITKEN LAMBERT ELSWORTH INC.

We recently enlisted the expertise and services of Space Labs to assist us with the relocation of our firm from our Musgrave office to new premises in La Lucia Ridge.

The team allocated to our job was project managed and supervised by Amanda Murray from Space Labs.

Amanda assisted us with a planning schedule detailing everything from which individual office would be packed and moved first to how many boxes we would need for our filing rooms. They provided boxes and crates for packing our files and office contents as well as labels to ensure that everything was accounted for and numbered according to the layout plan of our new premises.

The relocation process began on 22 August 2016 and the Space Labs team worked quickly through each office to dismantle all of the desks to be moved.

Amanda was in constant communication with us, keeping us up to date on progress and planning throughout the project. Their team made consistent, steady progress day by day and we were very happy with their work ethic and quality of service.

The relocation and re-assembly of our desks, filing systems and boxed files was completed within a week and Amanda was happy to assist us with any questions we had along the way, providing advice and solutions regarding design and layout of our new offices.

We found Amanda Murray and her team to be courteous, experienced and efficient, with tremendous attention to detail, and it was a pleasure working with them on this project.

Please do not hesitate to contact me should you require any further information.

Kind regards

Angela King  
Director  
Aitken Lambert Elsworth Inc.

H: Lauren.Lister/SpaceLabs-Relocation