DIAMOND CO.

Global Relocation Manager Starter Kit

Global Relocation Manager Starter Kit – Save 30+ Hours on Employee Moves

Download the Complete Kit (MS Word .docx, Excel .xlsx, Google Sheets, Fillable PDF)
[Download Now] – Includes all templates, calculators, and resources (compatible with Windows, Mac, and mobile devices)

Core Product Components

1. Relocation Checklist Templates (Downloadable PDFs)
Included Checklists:
- **Pre-Move Planning Checklist** ([Download Sample](link-to-sample))
  - [ ] Confirm housing agreement (30 days before move)
  - [ ] Schedule airport transfers (book 60 days in advance)
  - [ ] Arrange school enrollment (if applicable) – submit documents 45 days before move
  - [ ] Update employee benefits information (submit 30 days before move)
  - [ ] Schedule final payroll review (complete 15 days before move)
  - [ ] Arrange visa processing (if required) – submit documents 90 days before move
  - [ ] Book international moving services (quote 45 days in advance)

- **Move Day Checklist** ([Download Sample](link-to-sample))
  - [ ] Confirm all documents are packed (passport, visa, housing agreement, benefits info)
  - [ ] Verify moving truck schedule (arrive 30 minutes early)
  - [ ] Arrange for pet relocation (if applicable) – book 30 days in advance
  - [ ] Schedule final employee meeting (1 week before move)
  - [ ] Confirm housing keys/access (arrive 24 hours before move)

- **Post-Move Follow-Up Checklist** ([Download Sample](link-to-sample))
  - [ ] Verify employee arrival (within 24 hours of arrival)
  - [ ] Confirm housing occupancy (within 7 days of move)
  - [ ] Schedule first in-person meeting (within 14 days of arrival)
  - [ ] Arrange local orientation (within 30 days of arrival)
  - [ ] Follow up on benefits enrollment (within 45 days of arrival)

- **Employee Onboarding Checklist** ([Download Sample](link-to-sample))
  - [ ] Confirm work authorization documents (passport, visa, I-9 form)
  - [ ] Schedule IT setup (complete within 3 business days)
  - [ ] Arrange company car/transportation (if applicable)
  - [ ] Book initial team meeting (within 5 business days)
  - [ ] Schedule benefits orientation (within 10 business days)

- **Budget Tracking Template** ([Download Sample](link-to-sample))
Expense Category	Estimated Cost	Actual Cost	Variance
Housing	$1,200/month x 3 months = $3,600	$3,450	-$150
Airfare	$2,500 x 5 employees = $12,500	$12,800	+$300
Moving Services	$1,500 x 5 employees = $7,500	$7,200	-$300
Visa Processing	$1,000 x 5 employees = $5,000	$5,000	$0

```
| **Total**                | **$28,600** | **$28,450** | **-$150**  |

## 2. Sample Contracts (Editable Word Templates)
**Included Contracts:**
- **Relocation Agreement Template** ([Download Sample](link-to-sample))
```

RELOCATION AGREEMENT

This agreement is made between [Company Name] ("Employer") and [Employee Name] ("Employee") effective [Date].

1. RELOCATION DETAILS

- Destination: [City, Country]
- Duration: [Start Date] to [End Date]
- Housing Provided: [Yes/No]
- Housing Location: [Address]

1. EMPLOYER RESPONSIBILITIES

- Provide housing within [X] km of [Location] (maximum 10km)
- Cover [X]% of relocation costs (minimum 70%)
- Arrange visa processing if required (within 90 days)
- Provide moving assistance (within 45 days of move)

1. EMPLOYEE RESPONSIBILITIES

- Maintain employment status during relocation (no gaps > 30 days)
- Provide required documentation (passport, visa, birth certificate)
- Cooperate with housing arrangements (inspection within 7 days of move-in)

```
- **Housing Lease Addendum** ([Download Sample](link-to-sample))
```

HOUSING LEASE ADDENDUM

This addendum modifies the standard lease agreement for [Employee Name].

1. SPECIAL CONDITIONS

- Lease term: [Start Date] to [End Date] (minimum 12 months)
- Monthly rent: $[Amount] (including utilities)
- Security deposit: $[Amount] (refundable within 30 days of move-out)

- Utilities included: [Electricity, Water, Internet, Heating]

1. EMPLOYER RIGHTS

- Right to inspect housing annually (with 24-hour notice)
- Right to terminate lease with [X] days notice (minimum 30 days)

```
- **Travel Authorization Form** ([Download Sample](link-to-sample))
```

TRAVEL AUTHORIZATION FORM

Employee: [Name]

Destination: [City, Country]

Purpose: [Business/Relocation]

Approval Status: [Pending/Approved/Denied]

Approved by: _____

Date: _____

```
### 3. Cost Estimation Calculator (Interactive Tool)
**Features:**
- Input fields:
  - Number of employees (1-50)
  - Destination country (dropdown with 20 most common destinations)
  - Housing type (rented/assigned)
  - Additional services (schooling, visas, pet relocation)
  - Currency conversion option

- Output:
  - Estimated total cost (with ±5% confidence range)
  - Breakdown by category (housing, airfare, visa, etc.)
  - Comparison to industry benchmarks (based on SHRM data)
  - Cost-saving recommendations (with estimated savings)

**Example Calculation:**
```

For 5 employees relocating to Tokyo:

- Housing: $1,200/month x 3 months x 5 employees = $18,000
- Airfare: $2,500 x 5 employees = $12,500

- Visa Processing: $1,500 x 5 employees = $7,500
- Moving Services: $1,000 x 5 employees = $5,000
- Total: $43,000 (±5% range: $40,850 - $45,150)

Industry Benchmark: $48,000 (11% over budget)

Recommendation: Consider assigned housing to reduce costs by 15% (savings: $6,450)

```
## 4. Resource Directory (Searchable Database)
**Categories:**
1. **Service Providers:**
   - International movers (with ratings and contact info)
   - Healthcare providers (by country, with insurance details)
   - Legal services (immigration lawyers, with specialties)
   - Pet relocation services (with capacity limits)

2. **Government Resources:**
   - Visa requirements by country (with processing times)
   - Tax information (with forms and deadlines)
   - Emergency contacts (by country, with language support)
   - Expatriate forums (with moderation policies)

3. **Industry Standards:**
   - GMA relocation guidelines (with compliance checklist)
   - SHRM relocation policies (with comparison tool)
   - Best practices PDFs (downloadable, with case studies)
   - Case studies (successful relocations, with metrics)

**Example Directory Entry:**
```

Country: Germany

Visa Requirements: Blue Card (for skilled workers) – processing time: 6-12 months

Tax Deductions: 14% income tax (with child benefit)

Emergency Number: 112 (speaks English, French, German)

Recommended Movers:

- International Movers GmbH (rating: 4.8/5, capacity: 50 employees)
- Global Relocations (rating: 4.6/5, capacity: 30 employees)

Recommended Healthcare:

- AOK (public insurance, covers 80% of costs)
- Private providers (list available, with price ranges)



Header: "Global Relocation Manager Starter Kit – Save 30+ Hours on Employee Moves"

Subheader: "Everything you need to manage international employee relocations with confidence"

Primary CTA: "Download Free PDF Kit" (email capture)

Secondary CTA: "Try the Cost Calculator"

Features Section:

- 5 Ready-to-Use Checklists (with time-saving tips)
- Interactive Cost Estimator (with industry benchmarks)

-