

PROJECT MOVE WEBSITE

Fox can develop for the Client a move specific internet/intranet site (linked to the Client's web page) devoted to issues relating to the move process and tailored to the requirements of the Client. This site would be available via the internet, although access to the information would be restricted by username and password. Fox personnel would manage and update the site as required to present the latest move information, including, but not limited to, the following:

- Move updates
- From/to list
- Internal move coordinators information
- Move guidelines
- Move schedules
- Purging guidelines
- Frequently asked questions
- New location area amenities
- Construction progress webshots
- Photos of new furniture

Users will be able to communicate with the Fox team via email regarding all aspects of the move process. Requests and questions will be logged, prioritized, and grouped to facilitate response time. This will also enable the team to determine frequently asked questions and respond globally.

Information will be posted every other week. Moving and packing guidelines and from/to lists will be posted at least two weeks prior to each move.

Special news bulletins will be posted as needed.

What the website will offer the Client is a means of communicating with the employees regarding the move on a regular basis. Users can log on at their convenience to obtain pertinent, up-to-date, move information, making for a more effective and user-friendly transition.