



THINGS TO DO

- Create moving budget
- Get quotes from moving companies
- Purchase packing supplies and boxes
- Contact service providers about the move, set up installation dates
- Hire special movers for delicate equipment (i.e. photo copier)
- For larger businesses, create moving committee among staff
- Create office moving guide for all staff
- Ensure boxes are properly packed and labeled
- Change mailing address/phone numbers on websites, social media & e-signature
- Communicate your move to customers, suppliers and related parties
- Have relocation flyers printed and mailed to customers, vendors, etc.
- Have your mail forwarded to new location several months prior to move
- Take measurements and create floor plan for the new office
- Remove all perishable food from refrigerators, clean thoroughly and unplug the night before to defrost
- Remove all garbage and recyclables from their receptacles before move
- Ensure all electronic equipment is disconnected properly
- Have all employees clean out cubicles and desks
- Empty fluids in photo copier(s)
- Inform credit card companies and any other financial institutions of move
- Provide packing instructions for movers and employees
- Advise all employees to take personal belongings prior to move
- Check for working electricity and bathrooms in new location
- Assign specific moving day tasks to employees/department heads
- Organize grand opening at new location
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NOTES

IMPORTANT PHONE NUMBERS

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