

OFFICE MOVE CHECKLIST



PLAN OFFICE RELOCATION EARLY

Decisions, decisions

- Decide on the moving date and time frame
- Create a schedule and assign a budget
- Keep staff up to date with moving plans and time schedules
- Appoint a project manager
- Hire Primary Office Furniture Services to move your office
- Measure your new office space and check all amenities
- Carry out a furniture audit
- Communicate with Primary to hire crates, boxes and labels for your employees to pack personal belongings

Update Documents

- Let suppliers and customers know when you are relocating, new company address and any downtime
- Update marketing materials
- Update companies house
- Update email signature

NOTES

