

SMOOTH OFFICE RELOCATIONS

PLAN YOUR OFFICE RELOCATION EARLY

When planning the move, decide on the moving date and time frame for the relocation process, then create a schedule. Assigning a budget can also be beneficial.

COMMUNICATE WITH YOUR EMPLOYEES

Make sure to keep staff up-to-date with moving plans and time schedules. Notify them of important changes and procedures at the new business premise.

ASSIGN A PROJECT MANAGER

Appointing a project manager to facilitate all the aspects of the relocation will be important. They should have multi-tasking abilities, exceptional organisational skills, effective communication skills and experiences working with budgets.

HIRE A PROFESSIONAL MOVING COMPANY

Hiring a company such as Primary Office Furniture Services is essential to facilitate a smooth office relocation. We have the knowledge, expertise, and resources needed to make the moving process seamless.

UPDATE YOUR ADDRESS EVERYWHERE

To make sure you don't have any communication issues in the future, let your suppliers and customers know when you are relocating, your new company address and any downtime.