

Considering an office move?

Moving an office can be an expensive and tedious task for any business. This checklist is designed to help you plan and prepare for a move.

1. Investigate available space
2. Negotiate lease for new location
3. Apply for necessary licenses and permits
4. Prepare new location for move-in (Paint, carpet, clean)
- 5. Get your telephone, internet and all communications set up in advance!**
6. Purchase signs for new location or move existing signs
7. Contract with a moving company for services
8. Acquire insurance for damaged and/or breakage during the move
9. Arrange for the transfer of utilities
10. Notify bank/vendors of a change in address
11. NOTIFY YOUR CUSTOMERS immediatly
12. Have new business cards and stationary printed
13. Update web, Google Places and other online registries of your new location
14. Reprint Checks
15. Request mail forwarding from the U.S. Postal Service
16. Place a "We are moving" sign on the door
17. Update all computer software to reflect new address
19. Update all marketing materials to reflect new address
20. Once you move, throw a party and let your community celebrate with you!

Contact us to make your technology move a whole lot easier!



Let us help you plan and coordindate your move and/or the update of your communication and IT network.