



THE FAMILY FIRM THAT'S
MORE THAN JUST A MOVING COMPANY

OFFICE MOVE CHECKLIST

Please print off and tick each company as you give them your new details

IN ADVANCE OF THE MOVE

	Tick
Select your moving date	
Assign a move co-ordinator	
Contact removal company to arrange for a full site survey of both locations	
Communicate to employees	
Order new phone lines	
Check with the local council and book parking suspensions	
Book crate delivery for advance packing	
Colour code your move using stickers on crates, furniture and a layout plan	
Advise building managers of both properties regarding parking, loading bay access and use of the lift	
Arrange for disposal of old furniture, paperwork and computer equipment	
Arrange storage and archiving if required	
Send out change of address letters to clients and suppliers	
Notify Post Office of change of address	
Update website with your new details	

BEFORE MOVING DAY

	Tick
Arrange for computers to be backed up, packed up and installed	
Map out the new location and label everything appropriately	
Distribute new keys/cards	
Pack up desks, personal spaces	
Label up crates and furniture	

MOVING DAY

	Tick
Set up a "Lost and Found"	
Clean out old office	
Liaise with the project manager from the moving company and leave it up to the experts!	
Why not organise a welcome breakfast for the following morning for employees to familiarise them with the new building	

Happy moving from all at Ambermoves

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