



# Office Moving Checklist



## TASKS FOR THE OLD OFFICE

- **Contacting Key Partners**

- Service providers  
\_\_\_\_\_
- Suppliers  
\_\_\_\_\_
- Banks  
\_\_\_\_\_
- Post office  
\_\_\_\_\_
- Affiliates  
\_\_\_\_\_
- Delivery companies  
\_\_\_\_\_

- **Change your business address on:**

- Website  
\_\_\_\_\_
- Email accounts  
\_\_\_\_\_
- Business cards  
\_\_\_\_\_
- Social Media Profiles  
\_\_\_\_\_
- Printed Marketing Materials  
\_\_\_\_\_
- Stationary  
\_\_\_\_\_



# Office Moving Checklist



- **Communicate internally**

- Notify all employees of the upcoming move
- Assign responsibilities to team members
- Send out new floor plan
- Set final date employees must have their items packed

## TASKS FOR THE NEW OFFICE

- Inspect the new office before you move in
- Review new office furniture or equipment
- Arrange to have your office cleaned
- Acquire parking permits or passes for your new office
- Confirm internet and phone installation
- Confirm computer and IT services setup