

MOVING CHECKLIST



Who needs to be informed of your new address:

- ☐ Post Office
- ☐ Current Vendors
- ☐ Customers
- ☐ UPS
- ☐ Federal Express
- ☐ Printer
- ☐ Newspapers
- ☐ Google Business Profile
- ☐ Website Address

Things to check off your To-Do list:

- ☐ Get inside & outside signage
- ☐ Hire commercial movers
- ☐ Order new business cards
- ☐ Website redesign
- ☐ All digital marketing addresses
- ☐ New office furniture
- ☐ New credit card processing
- ☐ Order electricity - discount brokers
- ☐ Order keys - fobs

IT | Telecom | Internet

- ☐ IT MSP vendor
- ☐ VoIP phone vendor
- ☐ Review telephone bill
- ☐ Check on internet service
- ☐ Floor layout/printers
- ☐ Order commercial security
- ☐ Install IP cameras
- ☐ Order new telephone system
- ☐ New phone and fax numbers
- ☐ New copiers and printers
- ☐ Install access control

Cancel/Update Services

- ☐ Phone service
- ☐ Coffee service
- ☐ Plant service
- ☐ Cleaning service
- ☐ Copier service
- ☐ Computer/IT services
- ☐ Delivery service
- ☐ Bottled water
- ☐ Internet service

HEADS UP

If your office is in a building with other businesses, be sure to coordinate your move with your building's management. You may need to reserve elevators and loading docks or grant movers special access to the building on moving day.

Moving Company: _____

Contact: _____

Phone Number: _____

Email: _____

2 Weeks Until Moving Day:

- ☐ Back up computers
- ☐ Inspect new building
- ☐ Begin to pack non-essentials
- ☐ Post diagrams of the office at new location
- ☐ Mark all office doors in new location
- ☐ Label bookcase shelves and pack
- ☐ Label/disconnect all computer components
- ☐ Distribute new key cards

1 Week Until Moving Day:

- ☐ Make sure you have enough boxes
- ☐ Label and tape all boxes
- ☐ Confirm your copier, IT network move
- ☐ Confirm your AV - TV - install
- ☐ Confirm internet install date
- ☐ Confirm phone system install date
- ☐ Confirm your port date



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