

# How to Plan for your Office Move

HERE ARE 5 WAYS TO IMPROVE YOUR OFFICE MOVE



## 1.) PLAN THE MOVE, EFFECTIVELY

Draw up the floor plans in the new office. Take stock or inventory of what you need to move.

## 2.) AUDIT YOUR IT MANAGEMENT & CHANGE WHATS NEEDED NOW!

Make sure your IT team are ready have as little down time for computers and staff so the business can get back to work quickly.



## 3.) MAKE A SCHEDULE

Organize meetings with clients before move. Create deadlines for team to meet. Arrange times for third party services in advance.

## 4.) UPDATE ONLINE & INFORM CUSTOMERS

Update Google, business cards, phone forwarding and information on emails about new address.



## 5.) USE PROFESSIONAL COMMERCIAL MOVERS

Its not a regular move and you need a company that does this on a daily bases. Please give us a call for any questions you may have regarding you next office move.

COMPILED BY [WWW.TICOMMERCIALMOVERS.COM](http://WWW.TICOMMERCIALMOVERS.COM)

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