



Pre-Move Checklist

- ___ **Schedule...** de-installation and re-installation of all computers and assorted machines; i.e. postage meters, copiers, etc. by contacting appropriate maintenance companies.
- ___ **Telephones...** have telephone connection established at both locations during the move. Are there enough phone jacks for present requirements? For future expansions?
- ___ **Office Supply Room...** has sufficient area been allocated to store office supplies, stationary, and any additional equipment?
- ___ **Prepare...** floor plans of all departments and private offices clearly marked with location numbers for your existing and new space.
- ___ **Use...** floor plans for final check of relationship between furniture and equipment to electric outlets, phone and data connections, and water supply.
- ___ **Purchase...** any new furniture or equipment necessary at new location. Sell or trade-in old equipment.
- ___ **Have...** new items delivered at new location before your move date.
- ___ **Have...** old items removed from old location before or after move to avoid confusion on our move day.
- ___ **Notify...** post office on their standard form and your suppliers by letter well in advance of your move date.
- ___ **Send...** formal announcements to all customers and prospects.
- ___ **Have...** all subscriptions to newspapers, magazines, trade journals, etc. transferred to new address.
- ___ **Notify...** all pertinent federal, state, and local offices.
- ___ **Arrange...** address changes on letterheads, envelopes, invoices, statements, and business cards to arrive before your move date. This is an excellent opportunity to revise and modernize the design of these items.
- ___ **Prepare...** publicity releases announcing your new facility. Pictures of new building or an architect's drawing should accompany the release.
- ___ **Review...** all insurance requirements in relation to the move, new facility, contents, and equipment. Fire, theft, and liability insurance should be transferred and renewed for your new location.