

## **Business Moving Checklist**

### **4 Weeks prior**

1. Book in a removalist company when you have decided to relocate.
2. Arrange drop of date for crates – Transpac provides you Free of Charge crates if you chose us as your Removalist company.
3. Start a clean up to avoid moving unwanted items.
4. Notify your customers of the change of address.
5. Notify your building owner (if applicable)
6. Change address of magazines, bank accounts and delivery connections.
7. Back-up and up-date data, Software and technology.

### **1 or 2 Weeks prior**

1. Label boxes and crates according to employees or the specific items.
2. Cancel or re-address newspapers, magazines, security, cleaners, garden and/or indoor maintenance.
3. Develop a floor new floor plan of the cubicles for your business.

### **The week of the move**

1. Encourage employees to clean out and pack their work spaces.
2. Unplug all electronics such as copiers, computers, printers and other electronica.

### **The day before**

1. Inform your customers that your business is not open for business on your moving day.
2. Set up a pre-move meeting with your managers and/or employees.
3. Let all employees know their roles and responsibilities before the move.
4. Limit employee participation on moving day.